GOVERNMENT OF WEST BENGAL

Child Development and Women Dev. & Social Welfare Department Bikash Bhavan, North Block, 10th Floor, Salt Lake, Kolkata - 700 091

No. 1684/WCD&SW/2015

Dated, Kolkata, the 17th June, 2015

NOTICE

The 9th meeting of the State Level Steering & Monitoring Committee of Kanyashree Prakalpa headed by the Hon'ble Finance Minister will be held at the C.S. Conference Hall at Nabanna on 2nd July, 2015 at 11 a.m. A presentation on the latest status of the Kanyashree Prakalpa will be made during the meeting and the road ahead decided. The Minutes of the last meeting is enclosed.

Enclo: as above.

No. 1684/1(19)/WCD&SW/2015 Dated, the 17th June, 2015

Copy forwarded for kind information and request to attend the meeting as a member of the Committee:

- 1. Chief Secretary to the Government of West Bengal;
- 2. Principal Secretary, Department of Finance
- 3. Principal Secretary, Department of Health and Family Welfare;
- 4. Principal Secretary, Department of Panchayat and Rural Development
- Principal Secretary, Department of Backward Class Welfare
- Principal Secretary, Department of Municipal Affairs
- Secretary, Department of School Education
- 8. Secretary, Department of Higher Education
- 9. Secretary, Department of Minority Affairs and Madrasha Education
- 10. Secretary, Department of Mass Education
- 11. Secretary, Sports and Youth Services Department
- 12. Secretary, Department of Technical Education and Training
- 13. Secretary, Department of Information and Cultural Affairs
- 14. State Project Director, Sarva Shiksha Abhiyan;
- 15. Deputy Director General & SIO, NIC, West Bengal;
- 16. OSD to C.S. & Under Secretary with a request to book the hall and provide arrangements for a powerpoint presentation.
- 17. Chief of Field Office, UNICEF Office for West Bengal
- 18. P.S. to Finance Minister for kind information of Hon'ble Finance Minister.
- 19. P.S. to HMoS, WCD&SW for kind information of Hon'ble Minister of State(IC),

Schri Ser.

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Government of West Bengal Department of Municipal Affairs Vriters' Buildings, Kolkata-700 001

No. 1184(127)/MA/C-10/3S-24/2013

Dated, Kolkata, the 18th day of December, 2013

| From: Joint Secretary to the Government of West Bengal. | FA DC |
|---|---------------------------------|
| To : 1. The Mayor | GINN GINN |
| Municipal Corporation | 2. PO(H) /31 M |
| P.ODist | pr note treep in Kanyarhne file |
| 2. The Chairman/Chairperson | in Kanyarhne file |
| Municipality | D |
| P.ODist | 7 |
| | 30/12/17 |
| | / |

Sir,
In cancellation of this Department's letter No. 861(127)/MA/C-10/3S-24/2013 dated 04/09/2013I am directed to state that the Director of Local Bodies and Ex-Officio Joint Secretary, M.A. Department will act as Nodal Officer on behalf of Municipal Affairs Department for implementation of Kanyashree Prakalpa, 2013 in place of Director, State Urban Development Agency.

Yours faithfully,

Joint Secretary

No. 1184/1(4)/MA/C-10/3S-24/2013

Dated, Kolkata, the 18th day of December, 2013

Copy forwarded for information to:

- 1. Secretary, Department of Women Development and Social Welfare, Government of West Bengal
- 2. The Director, State Urban Development Agency
 - 3. The Director, Directorate of Local Bodies
 - 4. P.S. to MIC, MA & UD Department

Joint Secretary

10902 26 DEC 2013

Government of West Bengal Department of Municipal Affairs Writers' Buildings, Kolkata-700 001

No. 1184(127)/MA/C-10/3S-24/2013

Dated, Kolkata, the 18th day of December, 2013

| From: Joint Secretary to the Government of West Bengal. | ı. FA |
|---|-----------------------------------|
| To : 1. The Mayor Municipal Corporation | 1. FA 2. PO(H) |
| P.ODist | |
| 2. The Chairman/Chairperson | pi note treep in Kongarbne fil |
| Municipality | - P |
| P.ODist | 30/12/17 |
| | |

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Yours faithfully,

Joint Secretary

No. 1184/1(4)/MA/C-10/3S-24/2013

Dated, Kolkata, the 18th day of December, 2013

Copy forwarded for information to :

- 1. Secretary, Department of Women Development and Social Welfare, Government of West Bengal
- . 2. The Director, State Urban Development Agency
 - 3. The Director, Directorate of Local Bodies
 - 4. P.S. to MIC, MA & UD Department

Joint Secretar



STATE URBAN DEVELOPMENT AGENCY

HEALTH WING "ILGUS BHAVAN" H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091 West Bengal

SUDA-Health/558/13/247

Ref No.

From: Director, SUDA

To

The Principal Secretary

Department of Municipal Affairs

Writers' Building.

Reg.: Kanyashree Prakalpa, 2013.

Sir.

I am to refer to the Municipal Affairs Department's Memo No. 861(127)/MA/C-10/3S-24/2013 dt. 04.09.2013 wherein the undersigned has been assigned to act as Nodal Officer on behalf of Municipal Affairs Department for Kanyashree Prakalpa, 2013.

In this connection, a reporting format for monthly review on Kanyashree Prakalpa has been received by the undersigned which is enclosed herewith for your kind perusal. This is to state that SUDA is in-charge of implementing multifarious Programmes with limited manpower. Hence, perhaps it would be better if Directorate of Local Bodies (DLB) is made Nodal Organisation for monitoring of the Programme on behalf of Municipal Affairs Department and collection of reports from the ULBs time to time for onward submission to you, as DLB has its Regional Offices and also looking after Sishu Sikhya Karyakrom (SSK). If considered, DLB, WB may be declared as Nodal Officer for the Programme.

Thanking you.

Yours faithfully,

Enclo.: As stated.

Director, SUDA

Tel/Fax No.: 359-3184



STATE URBAN DEVELOPMENT AGENCY

HEALTH WING

"ILGUS BHAVAN"

H-C BLOCK, SECTOR-III, BIDHANNAGAR, CALCUTTA-700 091 West Bengal

| | SUDA-Health/558/13/247 |
|---------|------------------------|
| Ref No. | |

Date04.12.2013

From : Director, SUDA

To

: The Principal Secretary

Department of Municipal Affairs

Writers' Building.

Sub. : Reporting format on Kanyashree Prakalpa, 200 - ryand

Sir, 1811 (127) [Mol C-10/31-24/2013 let (1-9:201) when in which he was signed for working of the company of th

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Thanking you.

Yours faithfully,

Enclo. : As stated.

Director, SUDA

D\Dr Goswami\Kanyashree Prakalpa\Letterhead Misc docx

Tel/Fax No.: 359-3184

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| | ons of one-time | e grant/ annu | ai scholarsinp | rejected durm | S the | | | | |
| Annual Scholarship | | | | | | | | | |
| Annual Scholarship | | | Danne | | | | | | |
| Annual Scholarship | | | Reason | | | | | | |
| | | □ Not of appropriate age | | | | | | | |
| | □ Marrie | | available | | | | | | |
| | | ☐ Enrolment proof not available | | | | | | | |
| | Age pr | ☐ Age proof not available ☐ Family income greater than Rs.1,20,000 per annum | | | | | | | |
| On a time a smart | | □ Not of appropriate age | | | | | | | |
| One time grant | ☐ Marrie | | D~ | | | | | | |
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| y. Number of bank A | COUNTRY ODELICA | • | | | | | | | |
| SC S | | BC M | linority (| General | Total | | | | |

State Level
District Level

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Format for Hon'ble CM's Monthly Review on Kanyashree Prakalpa for the Month......

| i. Cinc. Si Mic/ Di Mi | 1. | Unit: | SPMU/ | DPM | I |
|------------------------|----|-------|-------|-----|---|
|------------------------|----|-------|-------|-----|---|

(Name of the DPMU.....)

- 2. Target of the month for Annual Scholarship
- 3. Target of the month for One time Grant
- 4. No. of Annual Scholarship and One time grant applications received caste/community-wise:

| | SC | ST | OBC | Minority | General | Total |
|----------------|----|----|-----|----------|---------|-------|
| Annual | | | | | | |
| Scholarship | | | | | | |
| One time grant | | | | | | |

No. of Annual Scholarship and One time grant applications sanctioned caste/community-wise:

| | SC | ST | OBC | Minority | General | Total |
|----------------|----|----|-----|----------|---------|-------|
| Annual | | | | | | |
| Scholarship | | | | | | |
| One time grant | | | | | | |

6. Annual Scholarship and One time grant applications verified (5% of total sanctioned)

| | SC | ST | OBC | Minority | General | Total |
|----------------|------|----|-----|----------|---------|-------|
| Annual | | | | | | |
| Scholarship | | | | | į | 100 |
| One time grant | 1.48 | | | | | |

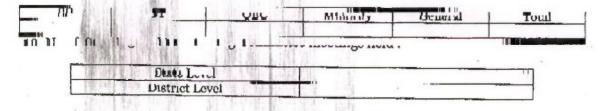
7. No. of Annual Scholarship and One time grant applications uploaded on the Kanyashree Portal

| | SC | ST | OBC | Minority | General | Total |
|----------------|------------|------------------|-----|----------|---------|-------|
| Annual | 1 24 14 | The state of the | | | | |
| Scholarship | 2.5 (2.7 | 17 6 | | | | |
| One time grant | ALSO VALUE | 7 4 6 | | | | |

8. Number of applications of one-time grant/ annual scholarship rejected during the month by reasons:

| 第21 直接对一张到 | Reason |
|--|--|
| unual Scholarship | □ Not of appropriate age |
| | □ Married |
| 10000000000000000000000000000000000000 | ☐ Enrolment proof not available |
| | Age proof not available |
| | ☐ Family income greater than Rs.1,20,000 per annum |
| One time grant | Not of appropriate age |
| | □ Married |
| | Enrolment proof not available |
| | Age proof not available |
| 185 1 161 | 1 Family income greater than Pc.1,00,000 per annum |

3. Humber of Bank Accounts opened:





SUDA HEALTH WING

Quideline of Kampashree Pockalpa.

Pg-11). Sole of Dept. of MA. J. to promote The Scheme I surmo thorough its officer.

Ag- A > 5.1 St No.2 All primary date entry will be undertaken by SDO for Usban Agreen.

To get the status - office of são may le contacted as the application form one sistributed not only from uppl but also from orman with only from uppl but also from orman sources je schools, DHFH.

Format for Hon'ble CM's Monthly Review on Kanyashree Prakalpa for the Month......

1. Unit: SPMU/ DPMU

(Name of the DPMU.....)

- 2. Target of the month for Annual Scholarship
- 3. Target of the month for One time Grant
- 4. No. of Annual Scholarship and One time grant applications received caste/community wise:

| | SC | ST | OBC | Minority | General | Total |
|----------------|----|----|-----|----------|---------|-------|
| Annual | | | | | | |
| Scholarship | | | | | | |
| One time grant | | | | | | |

5. No. of Annual Scholarship and One time grant applications sanctioned caste/community-wise:

| | SC | ST | OBC | Minority | General | Total |
|----------------|----|----|-----|----------|---------|-------|
| Annual | | | | × | | |
| Scholarship | | 1 | | | 70 | |
| One time grant | | | | | | |

6. Annual Scholarship and One time grant applications verified (5% of total sanctioned)

| | SC | ST | OBC | Minority | General | Total |
|----------------|----|----|-----|----------|---------|-------|
| Annual | | | | | | |
| Scholarship | | | | | 1 | |
| One time grant | | | | | - 1 | |

No. of Annual Scholarship and One time grant applications uploaded on the Kanyashree
Portal

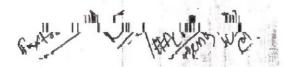
| | SC | ST | OBC | Minority | General | Total |
|----------------|---------------|-------|-----|----------|---------|-------|
| Annual | | 1/3 | (b) | | | |
| Scholarship | - 6 TO | 1.0 | | | | |
| One time grant | or to a mile. | 7 7 4 | | | | |

8. Number of applications of one-time grant/ annual scholarship rejected during the month by reasons:

| | Reason |
|--------------------|--|
| Annual Scholarship | □ Not of appropriate age |
| | D Married |
| | ☐ Enrolment proof not available |
| | Age proof not available |
| | ☐ Family income greater than Rs.1,20,000 per annum |
| One time grant | □ Not of appropriate age |
| | □ Married |
| | D Enrolment proof not available |
| | Age proof not available |
| | Family income greater than P.c.2,00,000 per annum |

5. Humbir of Bank Accounts opened:

| | 37 | VIII | Milderely | General | Total |
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P. Gopalika, IAS Secretary

MUNICIPAL AFFAIRS DEPARTMENT GOVERNMENT OF WEST BENGAL WRITERS BUILDING, KOLKATA - 700 001

Phone: (033) 2214 3678 Fax: (033) 2214 3632

> 4563-30/413 13,49.15

No. 861(127)/MA/C-10/45-24/2015

Dated: Kolkata, the 4th day of September, 2013

: 1. The Mayor Municipal Corporation

2. The Chairman / Chairperson ... Municipality ... District

Sub: Kanyashree Prakalpa, 2013 – regarding.

SIr,

To

You are aware that State Government in the Women Development and Social Welfare Department is going to introduce "Kanyashree Prakalpa, 2013", a state funded project designed to improve the status and well being of the girl children in West Bengal. In this connection, a copy of the "Implementation Guidelines" of the said programme is enclosed for your kind perusal.

You are therefore requested to extend all necessary co-operation for effective implementation of this programme.

In this connection, this is to further mention that Shri M. N. Pradhan, IAS, Director, State Urban Development Agency and Ex-Officio Joint Secretary, Municipal Affairs Department will act as Nodal Officer on behalf of Municipal Affairs Department for this programme.

Enclo: As stated.

Yours faithfully,

মস্কা ব্যানাৰ্জী ममता बैनर्जी उ. শ্ৰু Mam Banerjee



भूथाभन्ती. शक्तिवन मुख्यमंत्री, पश्चिम बंगाल

CHIEF MINISTER, WEST BENGAL

সুধী,

বিগত দিনগুলিতে পশ্চিমবঙ্গে উন্নয়নের সঠিক কোনো অভিমুখ ছিল না। সামাজিক সুরক্ষা ও সামাজিক উন্নয়নের বিভিন্ন সূচকের সঠিক বিশ্লেষণ কখনও হয়নি। তার ফলে সার্বিক উন্নয়নে ঘাটতি থেকে গেছে। আগের সরকারের সুনির্দিষ্ট ও নিজস্ব প্রকম্প ছিল না বললেই চলে। উন্নয়ন সূচকের মাপকঠিতে রাজ্যকে এগিয়ে নিয়ে যাওয়ার উদ্দশ্যে এখনই বিশেষ কিছু উদ্যোগ নেওয়া প্রয়োজন।

মেয়েরা লেখা পড়া শিখে নিজের পায়ে না দাঁড়ালে, সামনের দিকে এগিয়ে না আসলে রাজ্যের সার্বিক উন্নয়ন হতে পারে না। নারী শিক্ষার প্রসার ঘটানো ও নারীর ক্ষমতায়ন আমাদের সরকারের অন্যতম প্রধান উদ্দেশ্য। মেয়েদের এগিয়ে নিয়ে যাওয়া আমাদের লক্ষ্য।

আপনারা জানেন পশ্চিমবঙ্গ আর্থিক দিক দিয়ে সচ্ছল নয়। পূর্ববর্তী সরকারের লাগামহীন, দিশাহীন আর্থিক নীতির কুফল আমরা এখনও ভোগ করন্তি। তা সন্তেও আমাদের সামাজিক দায়বদ্ধতার কথা ভেবে মেয়েদের সম্মান বাড়াতে, তাদের জীবনযাত্রার মানের উন্ধৃতি ঘটাতে, মেয়েদের বিদ্যালয়/মাদ্রাসা/ভোকেশনাল শিক্ষা কেন্দ্রে যাওয়াকে উৎসাহ দিতে ও তাদের উচ্চশিক্ষায় অনুপ্রাণিত করতে, পশ্চিমবঙ্গ সরকার 'কন্যাশ্রী' প্রকল্প রূপায়ন করার উদ্যোগ গ্রহণ করেছে।

আমাদের সীমিত সামর্থ সত্ত্বেও বার্ষিক ১ লাখ ২০ হাজার টাকার কম আয়যুক্ত প্রতিটি পরিবারের ১৩ থেকে ১৮ বছর বয়সী স্কুল ছাত্রীদের কন্যান্ত্রী প্রকল্পে বার্ষিক ৫০০ টাকা করে বৃত্তি দেওয়ার সিদ্ধান্ত আমরা নিয়েছি। আঠেরো বছর বয়স হয়ে যাওয়ার পর মেয়েরা লেখা পড়ার সঙ্গে যুক্ত থাকলে, তাদের এককালীন ২৫,০০০ টাকা অনুদান দেওয়া হবে। এ বিষয়ে বিস্তৃত তথ্য নিকটবতী মাধ্যমিক/উচ্চমাধ্যমিক স্কুল/মাদ্রাসা/ভোকেশনাল শিক্ষা কেন্দ্র , বিভিও/এসভিও অফিস থেকে জানা যাবে।

আমি আশা করব বাংলার ঘরে ঘরে প্রতিটি মেয়েই 'কন্যান্রী' হয়ে উঠবে। নারী উন্নয়ন ও অগ্রগতির ক্ষেত্রে পশ্চিমবঙ্গ সারা দেশকে পথ দেখাবে।

> মেরেরা আমাদের ঘরের 'সম্পদ' ভবিষ্যতের - অনন্যা ওদের নিজ পায়ে দাঁড়াতে দিন "কন্যাশ্রী" ওদের প্রেরণা

> > ওভেচ্ছান্তে



Writers' Buildings, Kolkata-700 001, West Bengal, India Tel: 0091-033-22145555, 0091-033-22143101, 0091-033-22145587 Fax: 0091-033-22141137, 0091-033-22143528

Form - 'K1'

Government of West Bengal

Department of Women Development and Social Welfare

Application Form for "Kanyashree Prakalpa"

[For Annual Scholarship only & to be used at Schools]

[To be filled up in English Block letters only]

Attested Photograph

| | [To be | e filled t | ip in En | glish B | lock le | etters | only | | | | | , L | | | | _ |
|-----|---|-------------|------------|-------------|----------------|----------|--------------|------------------|----------|--------|---------|--------------|--------|---------|----|---|
| 1. | স্কুল / প্রতিষ্ঠানের নাম : | | | | | | | | TT | | | | | H | | |
| | School / Institute Name* : | | | 1 | | | | | | | | | | | | |
| 2. | ডাইস কোড /সমতুল্য কোড DISE Code/Equivalent Code | 1 9 | | | | | | | 3 | | | | - | | | |
| | (not for open school) | | | | | | | | | | | | | | | |
| 3. | প্রতিষ্ঠানের ধরণ Type of Institute : |] সাধারণ | বিদ্যালয় | | ্ত বিদ্য | - | মা | দ্রাসা | | | নক/প্র | | | | | |
| | | Forma | School | Ope | en Sch | 001 | Mad | drasah | , | Vogat | ional / | Traini | ing In | stitute | | |
| 4. | প্রতিষ্ঠানের ঠিকানা : Address of Institute" : | | | | | | | | Till) | | N. | | | . 1 | *- | |
| | नः: | | | | | | | 1 | 11200 | 1000 | | | | | | |
| | No.: | 1 | TIT | | T | | TT | 19 | b. 3 | | 1 | A I | T | TT | | |
| | রাস্তা/পথ | 1 1 1 | | | 1 | | 1111 | Maria | The Park | 1 | - | NO. | - | | | _ |
| | Road/Street : ভাক্ষর : | | | | | | 1 | 199 | A W | Ton I | | | | | | |
| | Post Office : | T | | | | Will the | 1 | | 1 | 300 | | TI | T | 11 | 11 | |
| | थाना : PS : | 1 | 1 | | | 1 | 1 3 | Window | 7 | | 1.1 | | | 1 | | |
| | বুক/পৌরসভা | | | NAP. | - | COL | 2 | 199 | | | | | | | | |
| | Block/Municipality | - In | 3/ | AIVIT I | | O. | and the same | 2 | | | | | | | | |
| | ्कमा : | | | M | | | Way. | | | | | | | | | |
| | District : | TIT | TT | Wen. | - | | | | | | | | | | | |
| | পিন কোড : | | 114 | "Tilling | W. | | | | | | | | | | | |
| | Pin : নথিভক্তিকরণ : | TIT | 192 | 11 | Ra. | Ta | 1 | | | | TT | | | | T | |
| 5. | Affiliated To*: | 110 | 100 | M | LAN | 113 | <u> </u> | | | | | | | | | |
| | | W. | - W | "Capper | 100 | | | | | | | | | | | |
| | Child Basic Details শিতৰ | কিন্তু বিব | Mills | 4/1/4 | | | | | | | | | 50/05 | | | |
| 6. | আবেদনকারীর নাম : | Man Salar | William. | প্রথম | (First) | | | মধ্য | (Middl | e) | | | পদবি | (Last) | | |
| | Applicant's Name | | 19 | | | | | | | | | 1 | | 1. | | |
| 7. | জন্ম তারিখ (দিন/মাস/বছর) | 6. 10% | The same | | 1 | | | | | | | | | | | |
| | DOB(DD/Mass(YYY)* | | 1 | | | | | | | | | | | | | |
| 8. | পিতার নাম : Father's Name | William | অপ প্ৰথম ৷ | (First) | | | মধ্য (া | Viiddle) | | | পদ | वे (La | st) | | | |
| | Father's Name | 230 | | | | | | | | | | | | | | |
| 9. | মাজক নাম : | 404 | প্রথম | (First) | | 1 1 | মধ্য (। | Widdle) | | | পূদ | वे (La | st) | T T | | |
| | Mother's bleme? অভিভাবকের নাম : (মহিলা) | | | | | | | | | | Ш | _ | | 1 | | |
| 10. | অভিভাবকের নাম : (কহিলা) | | প্রথম | (First) | | | মধ্য (! | Middle) | | | পূদ | বি (La | st) | | | |
| | Guardian's Name Female |): [| | | | | | | | - | | | | | | |
| 11. | | | | | | | | | | | | | | | | |
| 11. | Relationship with Guardlar | n: | | | | | | | | | | | | | | |
| 40 | 600 | | | | | - | | | | | | | | | | |
| 12. | | | TI | | | | | TT | | T | | | | | | |
| | Child Application Id [20 dig [To be generated while en | itering the | data in | e-portal, l | .e., <u>ww</u> | w.wbk | anyast | ree.go | v.in] | - | | | | | | |
| 13. | বৈবাহিক অবস্থান : অবিবাহিত | | | | | | | | | | | | | | | |
| | Marital Status : UN-MARRIE | ED | 1 . | | | _ | 7 - | -6 | | - | | alleged en a | | | 0/ | |
| 14. | শারীরিক প্রতিবন্ধী: | |] খা | | | _ | _ না | याम ध | थातक, ट | | | | _ | | % | |
| | Differently Abled: | | Yes | | | | No | | (প্রতিব | | | | | | | |
| 15. | শ্ৰেশী: | | 1 - | _ | | - | | tage of | | | | | | | | |
| | Category: | | সাধারণ _ | - | भेगी बारि | | | ী ওপজা তি | | অনান্য | | (अंगी | | সংখ্যাল | - | |
| | F. | | General | | SC _ | 0 | S | | | C | BC | | ٨ | linorit | У | |
| | 1.5 | | | SAMI | | U | JEY | | | | | | | | | |

| 16. | পিতা-মাতা উভয়েই মৃত : | ্ৰ বা |
|-----|------------------------------------|--|
| | Both Father & Mother De | |
| 17. | আধার কার্ড : | ্ৰ হা |
| | Aadhar Card : | Yes No |
| | আধার কার্ডের নম্বর (যদি | थ(क): |
| | Aadhar Number (if Yes | |
| 40 | পরিবারের মোট বার্বিক আ | |
| 10. | | Rs. |
| | Gross Annual Family I | |
| | Contact Details : | যোগাযোগের বিশদ বিবরণ : |
| 19. | বৰ্তমান ঠিকানা* | |
| | Present Address: | |
| | গৃহের মং : | |
| | House No.: | |
| | রাস্তা/পথ | |
| | Road/Street: | |
| | ভাকঘর : | |
| | Post Office : | |
| | थाना : | |
| | PS : 🚡 ব্রক/পৌরসভা : 🏾 🔻 | |
| | Block /Municipality | |
| | (छना : | |
| | District : | |
| | পিন কোড: | |
| | Pin: | |
| 20. | | |
| | Permanent Address | s : [Same as Present Address] বৈৰ্তমান ও স্থায়ী ঠিকানা একই]. |
| | গুহের নং : | |
| | House No. : | |
| | রাস্তা/পথ | |
| | Road/Street: | |
| | ভাকঘর: | |
| | Post Office : | |
| | থানা : | |
| | PS: | |
| | ব্লক/পৌরসভা : Block | |
| | /Municipality: | |
| | জেলা : | |
| | District : | |
| | পিন কোড: | |
| 04 | Pin: | |
| 21. | দ্রভাষ/মোবাইল নং : Phone/Mobile | |
| | Number* | |
| - | Bank Details ব্যা | The Country of the Co |
| | Bank Details 4) | (क्य विन्त विवयर , |
| 22. | | |
| | Bank Name : | |
| 23. | শাখার নাম Branch Name : | |
| 24. | A . | |
| | Branch Address : | |
| 25 | | |
| | A/C Number | |
| 26 | আই.এফ.এস.সি. কোড IFSC Code | |
| | | uments Enclosed বক্তব্যের সমর্থনে প্রমাণপত্র সংযোজিত হল |
| | - | |
| 27 | | |
| | | nts [Check whichever Applicable]: |
| | ্ৰ অবিবাহিত শংস | '이어' (appelled a Committee of the State of |
| | Unmarried Ce | |
| | শিতা-মাতার মৃ | Sys 17.11.12 |
| | Parents' De | ceased Certificate Age Certificate |

| | Declaration ঘোষণা | 3 | |
|------------|---|---|---|
| | Candidate's Declaration নামি ঘোষণা করছি যে এই আবেদনপত্রে বর্ণিত প্রার্থী আমি এবং উপ | ত্ত উলিভিন্ত বৰ্ণনাক্তি কৰা। | |
| | I declare that I am the candidate mentioned in this applica | tion and the statements made a | above are true. |
| | তারিখ | প্রার্থীর স্বাক্ষর | |
| | Date :// | Candidate's Signature | |
| | Parent's / Legal Guardian's Declaration পিতা মাতা | | _ |
| | আমি ঘোষণা করছি যে আমি এই আবেদনপত্তে বর্ণিত প্রার্থীর পিতা/ম | | |
| | I declare that I am the father/mother/legal guardian of the | candidate mentioned in this app | Alcation and apply for this |
| - | scholarship on her behalf. | | - E. |
| | আমি আরও ঘোষণা করছি যে সে অবিবাহিত এবং আমার বার্ষিক পারি | | |
| | l also declare that she is un-married and my gross family i তারিখ | ncome is Rs. 1,20,000/- or less | per annum. |
| | Date:/ | शिक्षा / पापका /कांक्रिक कावित्वाका | কর স্বাক্ষর /বাম হাতের বৃদ্ধাঙ্গুলের ছা |
| | Date:/ | | ression of parent/legal guardin |
| | Certification by Head of Institution প্রতিষ্ঠানের প্রধানে | | |
| | আমি, প্রতিষ্ঠানের প্রধান, এতদ্বারা ঘোষণা করছি যে, | | |
| | পিতা | এই স্কুলের ছার্ | |
| | | এবং সে প্রতিদিন | শ্রেণীতে/কোর্সে উপাস্থত থাকে |
| | I, HOI hereby certify that ~ | * 1 | Daughter/Ward of |
| | is a stude | | |
| | As per School record, her DOB is// | and she is regularly atten | ding in Class/Course |
| | আমি এতদ্বারা ঘোষণা করছি যে | | এর পিতামাতা উভয়েই মৃ |
| | এবং তার সমর্থনে প্রমাণপত্র দাখিল করা হল। | | |
| | t hereby declare that the parents of | .41 | are |
| | | • | |
| | deceased and supporting documents have been given. | X1 | |
| | deceased and supporting documents have been given. তারিখ Date :/ | | প্রতিষ্ঠানের প্রধানের স্বাক্ষর he institution with Office seal |
| | তারিখ Date:/ Certification of Appropriate Certifying Authority উপযুক্ত আমি এতদ্বারা শংসাপত্র দিচ্ছি যে | Signature of Head of t কতৃপক্ষের শংসাপত্র ্ | he Institution with Office seal |
| ٠. | তারিখ Date: | Signature of Head of t কতৃপক্ষের শংসাপত্র ্ বাসকরে | he institution with Office seal |
|). | তারিখ Date:/ Certification of Appropriate Certifying Authority উপযুক্ত আমি এতদ্বারা শংসাপত্র দিচ্ছি যে | Signature of Head of t কতৃপক্ষের শংসাপত্র ্ বাসকরে | he institution with Office seal |
| ·. | তারিখ Date: | Signature of Head of t কতৃপক্ষের শংসাপত্র ্ বাসকরে | he Institution with Office seal |
| ·. | তারিখ Date: | Signature of Head of t কতৃপক্ষের শংসাপত্র ্ বাসকরে | he institution with Office seal |
| | তারিখ Date: | Signature of Head of to কতৃপক্ষের শংসাপত্র ্বাসকরে , aughter/ward of | he institution with Office seal |
| | তারিখ Date: | Signature of Head of the কড়পক্ষের শংসাপত্র ্বাসকরে aughter/ward of | he institution with Office seal |
| | তারিখ Date: | Signature of Head of t কতৃপক্ষের শংসাপত্র বাসকরে aughter/ward of | he institution with Office seal |
| | তারিখ Date: | Signature of Head of the কতৃপক্ষের শংসাপত্র ্বাসকরে aughter/ward of মা No বা তার কম | he Institution with Office seal residing at |
| | তারিখ Date: | Signature of Head of the কতৃপক্ষের শংসাপত্র ্বাসকরে , aughter/ward of না No বা তার কম s than or equal to Rs. 1,20,000/ | he Institution with Office seal residing at |
| | তারিখ Date: | Signature of Head of the acceptance of the acce | he institution with Office seal residing at |
| | তারিখ Date: | Signature of Head of the acceptance of the acce | he Institution with Office seal residing at |
| | তারিখ Date: | Signature of Head of the add of the কড়পাকের শংসাপত্র বাসকরে ব্রুবিদ্যালয় বিষয় বি | he Institution with Office seal residing at |
| | তারিখ Date: | Signature of Head of the adverse কতৃপক্ষের শংসাপত্র বাসকরে aughter/ward of All No all তার কম s than or equal to Rs. 1,20,000/ হাঁ ি না er Certificate. | residing at |
| | তারিখ Date: | Signature of Head of the acceptance of the acce | he Institution with Office seal residing at residing at |
| | তারিখ Date: | Signature of Head of the কতৃপক্ষের শংসাপত্র বাসকরে | he Institution with Office seal residing at residing at শংসাপ্রদানকারী কর্তৃপক্ষের স্বাক্ষর |
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KANYASHREE PRAKALPA 2013

IMPLEMENTATION GUIDELINES

Department of Women Development and Social Welfare

Government of West Bengal

August 2013

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Background

1.1.1 Child marriage a concern for West Bengal

- Under the Prohibition of Child Marriage Act, 2006, the legal age of betrothal and marriage for girls is 18 years, and for boys is 21 years. In spite of several years of this Act being in existence, the early betrothal and marriage of children continues to be a norm in the West Bengal. According to the District Level Health Survey 3, 2007-08 (DLHS -3, 2007-08), the state ranks fifth highest in the country when it comes to the prevalence of child marriage. It is vital to note that:
 - a. While all-India trends show that families are slowly delaying the betrothal and marriage of their girls, in West Bengal, almost every second girl is a child bride over 54.7 % of the state's currently married women aged 20-24 were married before they reached the age of 18 (as compared to all-India figures of 43 %). Some of the states that have made significant progress in preventing child marriage are Maharashtra (40.4%), Odisha (37.5%), Gujarat (35.4%) and Tamil Nadu (24.4%). Some states that lag behind are Bihar (68.2%) and Jharkhand (55.7%).
 - b. The districts of Murshidabad, Maida, Birbhum, Purulia, Bankura, Dakshin Dinajpur, South 24 Parganas, Nadia and Cooch Behar are areas with the highest incidence of child marriage in the state.
 - c. While the figures show that child marriage is more prevalent in rural areas, statistics for Kolkata reveal than even in non-slum areas in the heart of the city, where families are wealthier and girls are likely to be better educated, more than a quarter of girls are married before they reach adulthood.
- Significantly, child betrothal and marriage is completely gendered practice and an overwhelmingly large
 percentage of girls are married at before reaching adulthood and only a miniscule percentage of boys are
 subjected to the same fate.

1.1.2 Negative impact of child marriage

1. Child marriage and female school dropout: Child marriage leads to girls dropping out of school, which further limit their scope of future development. In West Bengal, attendance of girls in school drops from 85% in the age-group 6-10 years to a mere 33% in the age group 15-17 years. (NFHS III, 2005-06) After the implementation Sarva Shiksha Abhiyan towards universalization of elementary education, significant progress has been noticed among girls, both in terms of enrolment and completion rate at the elementary level. However, the transition from elementary to secondary school levels remains a concern. While girls are often taken out of school to get married, in other cases, when girls do not do well in studies or are not academically inclined, marriage is seen as the only viable alternative for them. In fact, many girls who drop out of school are sent away by parents to earn their dowrles by working as child labour, leaving them vulnerable to traffickers.

According to a study entitled 'Final Study Report on Restructuring of School Education System in West Bengal' by IIM Calcutta, the percentage of girls enrolment gradually falls at the secondary and higher secondary level. While at the elementary level the girls' enrolment is more compared to boys at the secondary level it is almost the same as that of the boys. But at the higher secondary level the Gender Parity Index is only 0.75. It is at this Juncture, when children are between the age of 17 and 18 that most of the girls are compelled to leave school and parents start negotiating for their marriage.

Child and maternal ill-health and mortality: Child marriage is one of the deterrent factors which is ilmiting the
progress of maternal and child health and improvements in the nutritional status of children in West Bengal.
 Child marriages result in early pregnancies, which in turn lead to high maternal and infant deaths, and are also a
leading cause for mainutrition among children.

Child marriages result in girls becoming mothers at an age when they are not out of childhood themselves - of all teenage girls aged 15 – 19 in West Bengal, one-fourth have already begun child-bearing, a percentage that is much higher than the national average (16%) and also higher than all other Indian states except Jharkhand.

3. Child marriage and trafficking: Child marriage is one of the lures used by human exploitation rackets to entice poor parents to part with young girls. Although it is not possible to disaggregate data on children who have gone missing because of child marriages arranged by fraudulent means, it is significant to note that the districts which rank the highest amongst all districts for child marriages, namely, Murshidabad and Malda, are also considered the most vulnerable to trafficking.

1.2 About Kanyashree Prakalpa

In view of the above, the Department of Women Development and Social Welfare, West Bengal (DWSW)
formulated the Kanyashree Prakalpa – a conditional cash transfer scheme with the alm of improving the status
and well being of the girl child in West Bengal by incentivizing schooling of all teenage girls and delaying their
marriages until the age of 18, the legal age of marriage. Kanyashree Prakalpa is a West Bengal Government
sponsored scheme which will be implemented henceforth in all districts of the state.

1.3 Expected Benefits of the Scheme

While a number of factors contribute towards girls dropping out of school, human rights research shows that
the greatest obstacles to girls' education are child marriage, pregnancy and domestic chores, and that ensuring
that girls stay in school is one of most effective protective measures against child marriage. Given that child
marriage has a grossly negative impact on the lives of children, adolescents and young women, this scheme is
expected to bring about measurable improved outcomes for the education, health (especially infant and
maternal mortality) and empowerment of the state's girls, their children and immeasurable benefits for larger
society.

1.4 Purpose of the Implementation Guidelines

The document lays down the key provisions of Kanyashree Prakaipa, and provides a set of top-level guidelines
to ensure that the Scheme is implemented consistently and efficiently throughout the state.

The provisions laid down in these Guidelines and elsewhere may be subject to change by the Government of West Bengal at any time.

2.1 Definitions

In this chapter of the Implementation Guidelines, unless the context otherwise requires, -

1. "Enrolled in an Institution of Education or Training" means

- a. Enrolled in Classes VIII to XII in a school which is recognized by the government
- Enrolled in Secondary and / or Higher Secondary Courses in an open school which is affiliated / accredited / recognized by the government
- Enrolled in Classes VIII to XII in a Madrassah" which is affiliated / accredited / recognized by the government
- d. Enrolled in a course in a Vocational Training Center or a Technical Training Institute which is affiliated / accredited / recognized by government
- e. Enrolled a Sports training Institute which is affiliated / accredited / recognized by the government.
- "Enrolled in an institution of Higher Education" means enrolled in any form of education or learning after Class XII.
- "J. J. Home" means any home that is registered under the Juvenile Justice (Care & Protection of Children) Act, 2000.

2.2 Aims and Objectives

- Through conditional benefits, Kanyashree Prakalpa (hereinafter referred to as 'The Scheme') aims to reduce the
 prevalence of child marriage in West Bengal by increasing the enrollment of girls in secondary education or
 vocational / sports training, and simultaneously encouraging the delay of marriages of girls until they reach the
 age of 18. The specific objectives of the Scheme are to:
 - a. Incentivize through scholarships, the continuation of education of the girl child in Secondary and
 Higher Secondary classes, vocational training or sports training. To reduce drop outs, especially amongst girls from poor families, who are not covered by any other scholarship
 - Dis-incentivise child marriage of girls to ensure compliance with the legal provisions pertaining to the minimum age at marriage.

2.3 Scope of the Scheme

The Scheme will be applicable to the State of West Bengal only, and will be implemented in the entire state.

2.4 Scheme Benefits and Eligibility Criteria

2.4.1 Annual Scholarships

1. The Scheme assures an annual scholarship of Rs. 500/- to girls based on the following eligibility criteria:

| Eligibility Criteria | | Means of Verification |
|----------------------|---|---|
| 1. Age | Between 13 and 18 years of age | Copy of Birth Certificate issued by Municipal or Panchayat authorities and attested by the Appropriate Certifying Authorities OR Certificate of age Issued by the Head of Institution of Education or Training where the gld is enrolled |
| 2. Merital Status | Unmerried | Declaration by applicant's parent / guardian and attested by the Appropriate Certifying Authorities |
| 3. Education | Enrolled in classes VIII-XII in government recognised regular or equivalent open school or equivalent vocational/technical training course | Certificate of enrolment and attendance by Head of Institution of Education or Training |
| 4. Family fricome | Is less than or equal to Rs. 1,20,000/- per annum Family income conditionality to be waived if one or more of the following is true: | For Self-employed parents / guardians: A declaration by the parents / guardian stating definite income from all sources, attested by the Appropriate Certifying Authorities. For Employed parents/guardians: copy of income certificate furnished by employer, attested by the Appropriate Certifying Authorities. |
| | o) girl is prinsicully manarchaped | For waiver in case the girl is physically : in nondicapped: Copy of Certificate of Disability furnished by appropriate authority and attested - by the Appropriate Certifying Authorities |
| | (b) both parents are deceased | For waiver in case both parents of the gittare side deceased. Declaration by gyardian and attested by the Appropriate Certifying Authorities. |
| | of the applicant's asymptotic for the aready a recipient of the scholar ship, and is applying for a renewal of the benefit. | For waiver in case of teneural. Declaration by parent / guardian and artes ed by the Appropriate Certifying Authorities |

2. Notes on eligibility criteria for Scholarship:

- 1. All girls age 13 but not yet turned 18 as on 1st October 2013
- Applications to for scholarships are to be signed by an eligible candidate's parents or guardian.
- A fresh application form along with proof of eligibility (subject to the waivers mentioned above) is to be made for each year of scholarship.

2.4.2 One-Time Grant

1. The Scheme assures a One-Time Grant of Rs. 25,000/- to girls based on the following eligibility criteria:

| Eligibility Criteria | | Means of Verification |
|---------------------------|---|--|
| 1 New La Marinel Cartie | The girl was unmarried on attaining the age of 18 | Copy of Birth Certificate issued by Municipakor Panctiavet a thorities and attested by the Appropriate Certifying Authorities OR Certificate of age Issued by the Head of Institution of Education or Training or Institution of Higher Education where the girl is enrolled. Declaration by applicant and attested by the Appropriate Certifying Authorities |
| 3. Occupation | Is enrolled in and regularly attending an Institution of Education or Training or a Institution of Higher Education Or Is an inmate in a J. J. | Certificate of enrolment and attendance by Head of Institution |
| | Home | |
| Family Spicomi | Is less than or equal to Rs. 1,20,000/. pers annum Fomily insome conditionality to be waived if one or more of the following is true: a) girl is physically handicapped | For Self-employed parents / guardians: A declaration by the parents / guardian stating definite income from all sources, attested by the Appropriate Carprying Apthorities For Employed parents/guardians: Copy of Income certificate furnished by employer, attested by the Appropriate Certifying Authorities For walver in case the girl is physically handicapped: Copy of Certificate of Disability furnished by appropriate authority and attested by the Appropriate Certifying Authorities |
| | b) both parents are deceased c) The applicant K an enimate in a J. J. Home | For waiver in case both parents of the girl are deceased. Declaration by guardian and attested by the Appropriate Certifying Authorities. For waiver in case the applicant is an inmate line. 1.1. Home: Statement by Superintendent of the Home. |

- 2. Notes on one-time grant eligibility criteria
 - As the Scheme will commence from October 2013, only girls who turns 18 on or after 01 October 2013 will be considered as eligible to apply for the One-Time Grant.
 - 2. Applications to for scholarships are to be signed by an eligible candidate.
 - 3. Eligible applicants must apply for one-time grants after their 18th birthday and before they turn 19.

2.5 Special Notes on Eligibility Criteria and Means of Verification

2.5.1 Self-Declarations of Eligibility

 Any undertakings or declarations given by the applicant / applicant's parent / guardian can be on ordinary paper countersigned by the appropriate certifying authority

2.5.2 Calculation of Family Income

- So long as either of the parents is alive, only income of the parents will be taken into account and of no other family members even though they may be earning.
- House Rent allowance received by the parents of a student shall be exempted from the computation of 'income' if the same has been permitted to be exempted for purpose of Income-Tax.

2.6 Appropriate Certifying Authorities

- Undertakings or declarations made by the applicant or applicant's parents/guardians may be certified by any of the following:
 - a. Group A Officer of State Government or Government of India who is either posted in the area, or is a resident of the area of residence of the applicant
 - b. Member of Parliament, Member of Legislature of the area of residence of the applicant
 - Counsellor of ward of municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant

2.7 Payment Mode

- The Scholarship or One-Time grant will be paid to the beneficiaries by way of fund transfer through a bank account only.
- Having a bank account in the applicant's name is not a pre-requisite at the time of applying for either of the Scheme's benefits. Once an application is approved, the applicant will be helped in opening and operating a bank account by the banking partner).
- 3. It is proposed that any Scheduled Bank as per the Second Schedule of Reserve bank of India Act may be the banking partner (to be decided by Department of Finance).

3.1 Management Structures

3.1.1 State, District, Block and Kolkata Municipal level Steering and Monitoring Committees

- State, district, Kolkata municipality and block level Steering and Monitoring Committees shall be established to steward the Scheme in their respective areas. For the District of Darjeeling, there will be two District Steering and Monitoring Committees, one for Gorkhaland Territorial Authority and the other for non-GTA areas. (See Appendix 1 for composition of Steering and Monitoring Committees)
- 2. These committees shall, at their respective levels:
 - a. Review, monitor and advise on all matters relating to the implementation of the Scheme, including reviewing progress, and strengthening coordination and convergence between and within concerned departments.
 - Will consider the bottlenecks faced during the implementation of the Scheme and suggest modifications required for improving implementation.
 - c. Will meet periodically (quarterly at state level and monthly at district and block level) or earlier, if needed, at the discretion of the Chairperson of the Committee. If required, technical experts, NGOs or civil society groups may be invited to attend to meetings.

3.1.2 Project Management Units

 The Scheme will be implemented by Project Management Units, with one unit at the State level, and one in each district in West Bengal. The District-level Project Management teams will function under the supervision of the State Project Management Unit.

2. State Project Management Unit (SPMU)

- a. The SPMU will be established under the Department of Women Development and Social Welfare, and be headed by a State Project Manager (Kanyashree) assisted by a Deputy Project Manager (Kanyashree) and an Accounts officer recruited on deputation or contractual basis.
 - To manage the project at the state level, a Programme Management Consultant (a management agency) would be hired for the initial period of 1 year. Under the guidance of Secretary, Child Development and Women Development & Social Welfare, the agency would be responsible for overall management of the IT component (maintenance of the Web portal and MIS) as well as implementation of communication and capacity building strategy for the scheme. The agency would also support the SPMU in hiring implementing agencies.
- b. They will be assisted by two accountants-cum-data managers employed on a contractual basis, and who must be proficient in common office applications, especially word processing, spreadsheets, presentation and accounting software.
- c. All new appointments will be made for 3 years on probation basis.
- d. The SPMU shall be responsible for:
 - i. Coordination and management of the scheme at state level
 - ii. Overseeing the performance of the DPMU
 - iii. Maintaining all records, MIS and reporting mechanisms at state level
 - iv. Periodic reporting to the State Steering Committee

- Members of State Project Management Unit will conduct a 5% sample verification of all sanctioned scholarship/One-time grant applications from all districts
- It is proposed that the SPMU can be subsequently registered under West Bengal Societies Act to ensure
 resource mobilization from corporate donors under Social Corporate Responsibility and the contributors will be
 granted exemption under Section 80G of I.T. Act.

4. District Project Management Unit (DPMU)

- a. In all districts, with the exception of Kolkata, the DPMU shall be established under the office of the District Magistrate. In Kolkata, the DPMU will be established under the office of Commissioner, Social Welfare. For the district of Darjeeling, there will be two district project management units, one for GTA and the other for non GTA areas. The former will be establish under the office of Principal Secretary GTA and the latter under the office of District Magistrate, Darjeeling.
- b. There will be one Project Manager on deputation or contractual basis and one Accountant employed on a contractual basis for each such Project Management Unit, in addition to at least two accounts cum data managers on contractual basis.
- c. All new appointments will be made for 3 years on probation basis.
- d. The Project Management Units shall, in their district, be responsible for:
 - i. Coordination and management of the scheme in the district
 - ii. Maintaining all records, MIS and reporting mechanisms at district level
 - Periodic reporting to the State Level Project Management Units and to the District level steering committees

3.1.3 Partner Bank

- A partner bank will be selected to manage the funds of the Scheme. The bank may be any Scheduled Bank as
 per the Second Schedule of Reserve bank of India Act, and will be responsible for managing the funds of the
 scheme, including disbursements to beneficiaries, maintaining the financial accounting systems, FMIS of the
 Scheme and regularly submit the statements and reporting on a regular basis to DPMU and SPMU.
- The bank will also assist beneficiaries in opening / operating bank accounts to receive their entitlements.
- 3. The implementation will be through lead bank system at state, district and block level.

3.2 Fund management

- The funds for the Scheme will be met from the Budget provision for the Department of Women Development and Social Welfare.
- 3% of fund budgeted for the Scheme will be reserved for Project Management and Publicity costs. Of this, onethird will be allocated at the State Project Management Unit level, and the balance two-thirds will be allocated at the district level.
- The budget provision for scholarships will be made on the basis of expected number of beneficiaries between the ages of 13 and 18 and enrolled in Institutions of Education or Training as defined in Chapter 2 of this document
- 4. The budget provision for one-time grant will be made on the basis of expected number of beneficiaries who have turned 18 and are enrolled in Institutions of Education or Training, Institutions of Higher Education or J. J. Homes defined in Chapter 2 of this document

3.3 Interdepartmental convergence

The implementation of the Scheme requires coordination close convergence with the following departments:

| Department | Convergence |
|---|--|
| (1) 12/13/2012 1: | Social decorrection (A) can september an physician according to the second of the seco |
| b. Department of School Education | To promote the Scheme and distribute application forms |
| | though its offices and through schools, jointly developing IEC |
| | materials and strategy and using own IEC funds . |
| | To promote the Scheme and degree in well additional to death and degree in the second |
| d. Department of Municipal Affairs | To promote the Scheme and distribute application forms |
| | though its offices |
| Contracting | is accurate the Scheme and distribute application forms. Properting diffices |
| f. Department of Health and family | To promote the Scheme and distribute application forms |
| Welfare | though its offices, jointly developing IEC materials and |
| | strategy and using own IEC funds |
| ig - Official Colors of Information and | Se ensure hubildity through mass makin and successions. |
| h. Department of Finance | To provide financial governance guidance and support, |
| | ensure bank accounts for minor girls under the guardianship |
| | of mothers/female guardians |
| Cook Shine and Obstice Banks | To licilitate opening of no frill accounts with reportations of the inition girls between the ages of 19 and 19 with worse to approving the schemes benefits |
| j. Administrative Training Institutes | To ensure that the training curriculum includes training on |
| | the Scheme |
| (Categorial and Information Company) | Temperator a commissiportal of all data on scholarships and as an approximation of the scholarships and asset mechanism for priescapes redressage. |
| I. Departments of Backward Classes | To create a common online scholarship hub and sharing |
| Welfare, Panchayat & Rural | information on enrollment and number of beneficiaries |
| development, Minority Welfare and | receiving scholarships/financial assistance under any |
| Mass Education | central/state government scheme |
| | To supply afformation about recognized/affiliation shows or organizations. |

3.4 Grievance Mechanisms

- Women's Grievance Cell operating under the Department of Women Development & Social Welfare at Districtlevel will also serve as grievance cell for Kanyashree Prakalpa.
- 2. A helpline will be set up for the scheme under the cell.

Publicity of the Scheme & Identification of Beneficiaries

1. Publicity of the Scheme will be arranged by the Department of Information & Culture through various massmedia like print and electronic media, street plays, folk theatre and others.

P7 20

- Publicity will also be done by harnessing platforms of existing self help groups through inter-personal communication. The AWW, ANM, ASHA workers and school teachers will also publicize the Scheme through their daily work.
- Publicity of the scheme may also be linked to any government-recognized child marriage prevention interventions in the state. In addition, local bodies (Panchayats and Municipalities) will conduct targeted interventions to identify and enroll eligible beneficiaries in their respective areas.

4.2 Capacity Building of concerned officials and functionaries

1. The Administrative Training Institutes and State Institute of Panchayat & Rural Development will include the scheme in their training curriculum.

In addition, the information regarding the scheme and its implementation will be made a part of regular training programmes of ASHAs and ANMs (under NRHM), AWWs (under ICDS) and teachers (under SSA).

4.3 Availability of applications forms

- a. Application forms for the Scheme and forms for opening up of the bank accounts will be available free-ofcost primarily at the secondary/higher secondary schools to avoid misuse. However they will also be available online in a downloadable format and from following institutions on demand:
- b. Local government offices,- gram panchayat, municipalities and borough offices, head office of KMC
 - Offices of Commissioner of Social Welfare and District Social Welfare Officer
- d. Sub-divisional Offices
- e. Block Development Offices
- Office of Block Medical Officer of Health /Primary Health Centers
- With ANMs/AWCs/ASHAs

Submission of applications

- All Institutions of Education and Training defined under Chapter 2 of this document in any area will be deemed as Application Offices.
- In addition: the following offices will also receive completed applications along with documents certifying

| Residents of: | Application Offices |
|---|--|
| ii. Ufban areas / notified areas covered under the West Bengal Municipal Act, 1993 | Municipality/Sub-divisional Offices/ Office of District Social Welfare officer |
| press Orași sreas voveregrander pre Podera pe si Marodural corperantopinos 1980s | Borough Offices and head office of spikers substants collected of Commissioner, Soldiestellare |
| | _ p & o. |

Kanyashree Implementation Guidelines (Draft 19th August 2013)

Suplemobation guildeline; criteria to be obtained before issuare of Forms

Submission of applications for the Scholarship benefit and the one-time grant are open through the year. Provisions will be made for filling up applications online also. The hard copy of the digitalized form may be submitted along with documents certifying eligibility to any one of the following Application Offices:

Scrutiny and Verification of applications

- 1. The schools and all other Application Offices mentioned above will forward all applications to offices of BDOs (rural areas), SDOs (urban/municipal areas) and Commissioner, Social Welfare (Kolkata Municipal Corporation).
- Each scrutiny office at block and sub-division level will be supported by two data assistants recruited on contractual basis. The recruitment will be for 3 years on probation basis.
- 3. The offices of BDOs (rural areas), SDOs (urban/municipal areas) and Director, Social Welfare (Kolkata) will each appoint an officer to undertake scrutiny of the applications. The officers will carry out scrutiny of documents and will recommend for approval or reject application based on eligibility criteria within one month of receiving the applications.
- 4. List of recommended and rejected applications with comments will be forwarded to Sanctioning Officer?
- 5. Random physical verification may be under taken by District Programme Officer-ICDS, CDPOs or any other officer appointed by the District Magistrate, Principal Secretary GTA or Director Social Welfare, Government of West Bengal.

Sanctioning of applications

- 1. The following officials will be designated Sanctioning Officers:
 - a. In all districts barring Kolkata, the District Magistrate will be the Sanctioning Officer;
 - b. In Kolkata, the Commissioner, Social Welfare Department shall be the Sanctioning Officer.
 - c. For GTA, the Principal Secretary, GTA will be the sanctioning officer.
- 2. The above-mentioned Sanctioning Officers may authorize any other competent Officer to discharge the function of Sanctioning Officer of the Scheme in their respective districts.
- Within one month of receiving the scrutinised applications, the Sanctioning Officer issue sanctions orders that authorize the partner bank to transfer the sanctioned amount to the bank account of the approved beneficiaries. The partner bank shall perform the necessary fund transfers to beneficiaries within a week of receiving the sanction orders. som the love will

Informing beneficiaries / rejected applicants

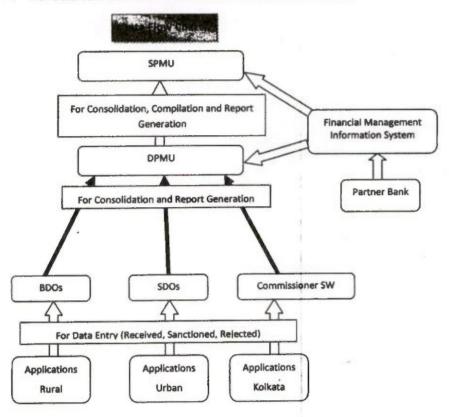
1. A list of sanctioned and rejected applications will be displayed up at Anganwari Centers, schools, Institutions, Panchayats, Offices of BDO, SDO, Municipality, Borough Offices, KMC head office, Commissioner, Social Welfare and will also be available online in a downloadable format.

Applications for Renewal of Scholarships

The procedures for applications of renewal scholarships will be the same as for new applications; barring submission of income certificate. All other certifications for eligibility will have to be provided by the applicant and scrutinized and verified as directed above.

5.1 Overview

- All registers and other record-keeping formats will be maintained electronically, and be designed to ensure that key
 monitoring indicators of scheme coverage, financial disbursements and management / implementation
 performance can be easily elicited on a regular basis.
- All primary data entry (of applications received, sanctioned and rejected) will be undertaken at the level of BDOs (Rural Areas), SDOs (Urban Areas) and Director, Social Welfare (Kolkata). The data from rural and urban areas will be compiled at district level by the data manager at DPMU. Subsequently, all districts data will be consolidated and compiled at SPMU.
- All sanctioned and rejected application forms will be retained for sample verifications in offices of BDOs (rural areas), SDOs (urban areas) and Director, Social Welfare (Kolkata) for at least one financial year.
- 4. The Partner Bank will maintain account of all financial statements and FMIS.



5.2 Registers

- Offices of BDOs, SDOs and Commissioner, Social Welfare will maintain a registers of applications received, scrutinised, approved or rejected
- 6ach office of Sanctioning Officer will maintain a registers of received, verified and approved or rejected applications
- Periodically, each DPMU will collate the registers of application offices and Sanctioning Offices into a district-wise register of applicants/beneficiaries.

Periodically, the SPMU will collate the registers of each DPMU into a state wise register of applicants/beneficiaries.

The partner bank will maintain registers of sanctioned applications and disbursements made.

5.3 Reporting and Monitoring

 The partner bank will provide monthly statements of disbursements under the scheme and consolidated reports from financial MIS to the DPMU and SPMU

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- Each DPMU will provide a monthly statements relating to Scheme coverage, expenditure and other administrative matters to the District Steering and Monitoring Committees and to the SPMU.
- 3. The DPMU and SPMUs will periodically prepare monitoring reports on key performance indicators.
- The SPMU will collate all monthly statements and reports from all sources into a comprehensive statement for the State Steering and Monitoring Committees.
- Continuous Concurrent Evaluation of the scheme is proposed by involvement of external independent agencies to ensure that the desired outcomes are being achieved.

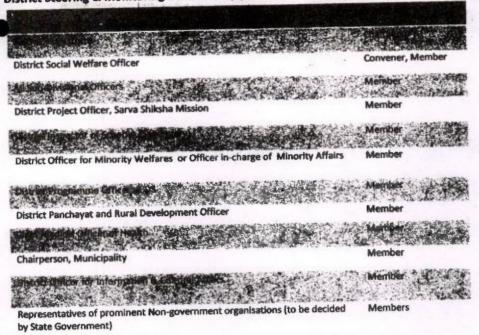
5.4 State Level Steering & Monitoring Committee

| THE RESERVE OF THE STREET, SAN | 是这种人类的 |
|--|-------------------|
| Chief Secretary, Government of West Bengal | Member etc. |
| Secretary, Department of School Education | Converted Applied |
| Secretary, Department Panchayat and Rural Development | Member |
| Secretary, Department of Miscotts and Masses Floral Secretary, Department of Mass Education | Member Member |
| Secretary, Department of Finance | Member Member |
| Algoritation department of Lechnical Education & Diaming . 47 | Member (e.) |
| Secretary, Department of Information & Cultural Affairs | Wember Member |
| Secretary, Department of Backward Class Welfare | Wenter AC WEST |
| Chief of Field Office , Unicef Office for West Bengal | Member |
| Ministry or Keller Style(Inment) | |

5.5 Kolkata District Steering & Monitoring Committee

| Olikata District steel | THE RESIDENCE OF THE PARTY OF T |
|--|--|
| Accompany to the second | THE PERSON NAMED IN |
| Commissioner, Social Welfare | Convener, Member |
| Commissioner for the Persons with Disabilities | Member |
| Commissioner of School Education | Member Member |
| District Inspector of Schools (Secondary) | Member Member |
| Nodal Officer (Asst Director) Minority Affairs | Member |
| Company (Control of Control of Co | Manual Company |

5.6 District Steering & Monitoring Committee (apart from Kolkata) including non-GTA Darjeeling



5.7 Gorkhaland Territorial Authority (GTA) Steering & Monitoring Committee

| Principal Secretary, GTA | Chairperson |
|--|-------------------------|
| All Sub-Divisional Officers | Congreen Member Member |
| District Inspector of Schools (Secondary) | f Member Member |
| District Panchayat and Rural Development Officer | Member Member |
| Chairperson, Municipality | Member |
| | Member 1 |

5.8 Block Steering & Monitoring Committee

| Block Development Officer | Chairperson |
|---|-------------------|
| ps. College Commer Sub-Inspector of School | Convenes Magniser |
| Store Fredion Officer of Reptito | Member |
| Application of Schools (September 20) Application | r(Schools Members |

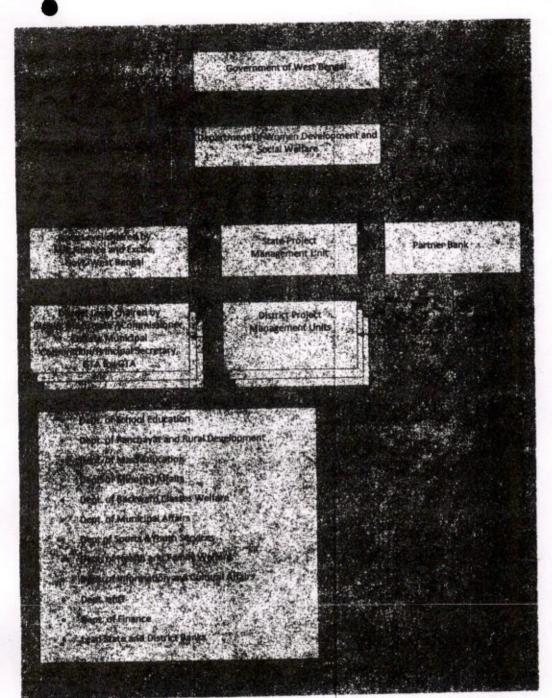


FIGURE 1: KANYASHREE MANAGEMENT STRUCTURES

opending Application Process Flow

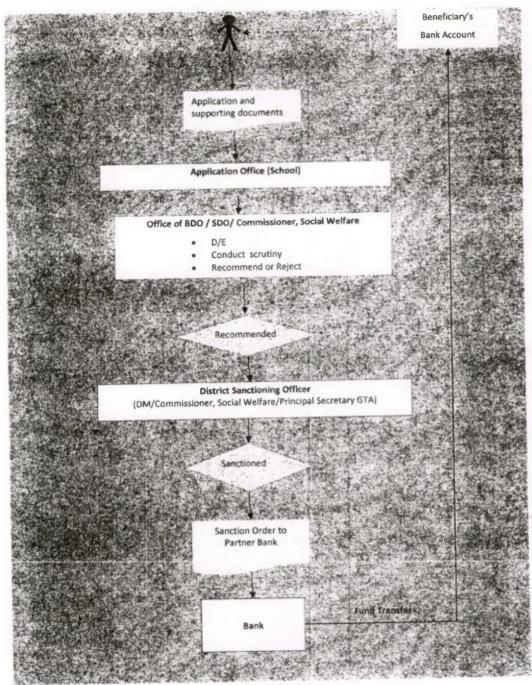


FIGURE 2: KANYASHREE APPLICATION PROCESS FLOW

Kanyashree Prakalpa

Scheme Benefit & Eligibility Criteria:

Annual Scholarship:

@ Rs. 500/- to girls (13 years but not yet turned 18 years of age as on 01.10.2013, unmarried, enrolled in class VIII to XII in Government recognized regular or equivalent school or equivalent vocational / technical training course having family income less than or equal to Rs. 1,20,000/- p.a.)

One time grant:

@ Rs. 25,000/- to girls who turns 18 on or after 01.10.2013 and other criteria as mentioned above.

Implementation of the Prakalpa:

| SI. No. | Particulars | Remarks |
|------------|--|--|
| 1. | Publicity of the Prakalpa and identification of beneficiaries: In addition to Department of Information & Culture, Publicity will also be done through inter personnel communication for which AWW / ANM / ASHA and School Teacher be involved. ULBs will conduct targeted intervention to identify & enroll eligible beneficiaries. | Source of funding? |
| 2. | Capacity building of concerned officials & functionaries: ATI and State Institutes of P & RD will include the Prakalpa in their training curriculum. In addition, regular training Programme of ASHA / ANM / AWW and / Teachers will | Training will be imparted by whom and where ? Source of funding for training ? |
| 3. | Availability of Application Form (for the Scheme and for opening of Bank A/C): Will be available free of cost at Secondary / Higher Secondary Schools or online or Municipality or office of Commissioner of Social Welfare and District Social Welfare Officer or SDO Office or BMOH Office or PHC or ANM or AWC or ASHA | In case of applicants who not yet appeared for Madhyamik may produce latest mark sheet and admit card may be produced by the applicant in case of applicant appearing for or appeared at Madhyamik as document for issuance of application form. The document may be marked with rubber stamp on issuance of form. Who will take initiative for printing of such forms and supply to the outlet specifically Municipality? Whether Xerox form will be entertained. |

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(1) Rinters of Form & snypply X

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(1) cont.) pr @ 1000 | vis | mora

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| SI. No. | Particulars | Remarks |
|------------|--|---|
| 4. | Application & supporting documents : | |
| | To be submitted by the applicants to application offices i.e. (i) all institution of education & training, or (ii) Municipality, or (iii) SDO Offices, or (iv) office of the District Social Welfare. | Whether the application form along with documents to be checked by the ULB? |
| | Supporting Documents : | |
| | (i) Self declaration of eligibility by the applicant / application's parents / Guardian on ordinary paper counter signed by the appropriate certifying authority, (ii) certificate of income of parents, (iii) unmarried certificate, (iv) age certificate, (v) physically challenged certificate (wherever applicable), (vi) parents' deceased certificate (wherever applicable). | |
| 5. | Scrutiny & verification of applications by SDO in case of ULBs : | |
| | Schools and all other applications offices mentioned above will forward all applications to the office of SDO (for Municipal areas) and Commissioner, Social Welfare for KMC | List of applications may be prepared by the ULB for submission to office of SDO at a fixed date & time. For the purpose, a Nodal person/s may be identified by the ULB who will receive & issue |
| | List of recommended & rejected applications with comments will be forwarded to Sanctioning Officer. | application forms, maintain stock register, receive filled- in application forms along with documents, prepare list of applications forms and send to office of SDO. |
| | | An exclusive Data Entry Operator may be required to assist Nodal person. |
| 6. | Sanctioning of applications : | |
| | In case of ULBs (excepting KMC), DM; in case of KMC, Commissioner, Social Welfare Department; and for GTA, Principal Secretary, GTA will be the Sanctioning Officer. | |
| | Within one month of receiving the scrutinized application, the Sanctioning Officer issue sanction order to the authorise partner bank to transfer the sanction amount to the Bank A/C of approved beneficiaries. | |
| 7. | Informing beneficiaries / rejected applicants: | |
| | A list of sanctioned & rejected applications will be displayed at all the offices from where applications forms are made available. | How the said list from office of SDO will reach to ULB? |

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GOVERNMENT OF WEST BENGAL DEPARTMENT OF MUNICIPAL AFFAIRS WRITERS' BUILDINGS, KOLKATA-700 001

No. 861(127)/MA/C-10/3S-24/2013

Dated: Kolkata, the 4th day of September, 2013

Copy of the juricaline

| To | : | 1. | The Mayor | |
|----|---|----|-----------|-----------------------|
| | | | | Municipal Corporation |
| | | | P.O | District |
| | | | | |

2. The Chairman / Chairperson

P.O. Municipality

Sub: Kanyashree Prakalpa, 2013 - regarding.

Sir,

You are aware that State Government in the Women Development and Social Welfare Department is going to introduce "Kanyashree Prakalpa, 2013", a state funded project designed to improve the status and well being of the girl children in West Bengal. In this connection, a copy of the "Implementation Guidelines" of the said programme is enclosed for your kind perusal.

You are therefore requested to extend all necessary co-operation for effective implementation of this programme.

In this connection, this is to further mention that Shri M. N. Pradhan, IAS, Director, State Urban Development Agency and Ex-Officio Joint Secretary, Municipal Affairs Department will act as Nodal Officer on behalf of Municipal Affairs Department for this programme.

Enclo: As stated.

Yours faithfully, Sd/-

Secretary

No. 861/1(5)/MA/C-10/3S-24/2013

Dated: Kolkata, the 4th day of September, 2013

Copy forwarded to:

- 1. Secretary, Department of Women Development & Social Welfare.
- 2. OSD to the Chief Secretary to the Government of West Bengal.
- 3. Director, State Urban Development Agency.
 - 4. P. S. to MIC, Municipal Affairs & Urban Development Departments.
 - 5. P.A. to Joint Secretary (BCP) of this Department.

Joint Secretary

B. P. Gopalika, IAS
Secretary



MUNICIPAL AFFAIRS DEPARTMENT GOVERNMENT OF WEST BENGAL WRITERS BUILDING, KOLKATA - 700 001

Phone: (033) 2214 3678 Fax: (033) 2214 3632

13.09.1>

No. 861(127)/MA/C-10/35-24/2013

Dated : Kolkata, the 4th day of September, 2013

P.O. District

Sub: Kanyashree Prakalpa, 2013 - regarding.

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Enclo: As stated.

Yours faithfully,

Secretary Secretary

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B. P. Gopplike, IAS.

odika, IAS.

MUNICIPAL ALFAIRS DEPARTMENT GOVERNMENT OF WEST BOXCAL WRITERS BUILDING KOLKATA - 700 CON Phone : 10391 0214 9879

Tax: (033) 2214 3932

Dated : Kolketa, the 4th day of September, 2013

No. 261(127)/MA/C-10(35:24/2013

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মুখ্যমন্ত্রী, পশ্চিমবঙ্গ मुख्यमंत्री, पश्चिम बंगाल مغربي نگال وزيراعلي

CHIEF MINISTER, WEST BENGAL

मूरी,

বিগত দিনগুলিতে পশ্চিমবঙ্গে উন্নয়নের সঠিক কোনো অভিমুখ ছিল না। সামাজিক সুরক্ষা ও সামাজিক উন্নয়নের বিভিন্ন সূচকের সঠিক বিশ্লেষণ কখনও হয়নি। তার ফলে সার্বিক উন্নয়নে ঘাটতি থেকে গেছে। আগের সরকারের সুনির্দিষ্ট ও নিজস্ব প্রকল্প ছিল না বললেই চলে। উন্নয়ন সূচকের মাপকাঠিতে রাজ্যকে এগিয়ে নিয়ে যাওয়ার উদ্দশ্যে এখনই বিশেষ কিছু উদ্যোগ নেওয়া প্রয়োজন।

মেয়েরা লেখা পড়া শিখে নিজের পায়ে না দাঁড়ালে, সামনের দিকে এগিয়ে না আসলে রাজ্যের সার্বিক উন্নয়ন হতে পারে না। নারী শিক্ষার প্রসার ঘটানো ও নারীর ক্ষমতায়ন আমাদের সরকারের অন্যতম প্রধান উদ্দেশ্য। মেয়েদের এগিয়ে নিয়ে যাওয়া আমাদের লক্ষ্য।

আপনারা জানেন পশ্চিমবঙ্গ আর্থিক দিক দিয়ে সচ্ছল নয়। পূর্ববর্তী সরকারের লাগামহীন, দিশাহীন আর্থিক নীতির কুফল আমরা এখনও ভোগ করছি। তা সত্ত্বেও আমাদের সামাজিক দায়বদ্ধতার কথা ভেবে মেয়েদের সম্মান বাড়াতে, তাদের জীবনযাত্রার মানের উন্ধতি ঘটাতে, মেয়েদের বিদ্যালয়/মাদ্রাসা/ভোকেশনাল শিক্ষা কেন্দ্রে যাওয়াকে উৎসাহ দিতে ও তাদের উচ্চশিক্ষায় অনুপ্রাণিত করতে, পশ্চিমবঙ্গ সরকার কন্যাশ্রী প্রকল্প রূপায়ন করার উদ্যোগ গ্রহণ করেছে।

আমাদের সীমিত সামর্থ সত্ত্বেও বার্ষিক ১ লাখ ২০ হাজার টাকার কম আয়যুক্ত প্রতিটি পরিবারের ১৩ থেকে ১৮ বছর বয়সী স্কুল ছাত্রীদের কন্যাশ্রী প্রকল্পে বার্ষিক ৫০০ টাকা করে বৃত্তি দেওয়ার সিদ্ধান্ত আমরা নিয়েছি। আঠেরো বছর বয়স হয়ে যাওয়ার পর মেয়েরা লেখা পড়ার সঙ্গে যুক্ত থাকলে, তাদের এককালীন ২৫,০০০ টাকা অনুদান দেওয়া হবে। এ বিষয়ে বিস্তৃত তথ্য নিকটবতী মাধ্যমিক/উচ্চমাধ্যমিক স্কুল/মাদ্রাসা/ভোকেশনাল শিক্ষা কেন্দ্র , বিডিও/এসডিও অফিস থেকে জানা যাবে।

আমি আশা করব বাংলার ঘরে ঘরে প্রতিটি মেয়েই 'কন্যাশ্রী' হয়ে উঠবে। নারী উন্নয়ন ও অগ্রগতির ক্ষেত্রে পশ্চিমবঙ্গ সারা দেশকে পথ দেখাবে।

> মেয়েরা আমাদের ঘরের 'সম্পদ' ভবিষ্যতের - অনন্যা ওদের নিজ পায়ে দাঁড়াতে দিন 'কন্যাশ্রী' ওদের প্রেরণা

> > শুভেচ্ছান্তে,



Government of West Bengal Department of Women Development and Social Welfare Application Form for "Kanyashree Prakalpa"

Attested Photograph

| [For Annual Scholarship only & to be used at Schools] | |
|---|------|
| [To be filled up in English Block letters only] | |
| 1. স্কুল / প্রতিষ্ঠানের নাম : | |
| School / Institute Name* : | |
| 2. ডাইস কোড /সমতুল্য কোড 1 9 | |
| DISE Code/Equivalent Code | |
| (not for open school) | |
| 3. প্রতিষ্ঠানের ধরণ | |
| Type of Institute : সাধারণ বিদ্যালয় তিযুক্ত বিদ্যালয় মাদ্রাসা বৃত্তিমূলক /প্রশিক্ষণ কেন্দ্র Formal School Open School Madrasah Vocational /Training Institute | |
| Formal School Open School Madrasah Vocational /Training Institute 4. প্রতিষ্ঠানের ঠিকানা : | |
| Address of Institute*: | |
| নং: | TI |
| No.: | 1 |
| রাস্তা/পথ | 1 |
| Road/Street: | TT |
| ডাকঘর: Post Office: | |
| Post Office : थाना : | TT |
| PS: | |
| व्रक/भोतम्बा SAMPLE COPY | |
| Block/Municipality জেলা : | |
| District : | |
| পিন কোড : | |
| Pin : 5 নথিভূক্তিকরণ : | |
| ACRUS ALL TO | |
| Child Books Dataile from A Structure 1 | |
| | |
| Applicant's Name | TT |
| 6. আবেদনকারীর নাম : প্রথম (First) মধ্য (Middle) পদবি (Last) Applicant's Name 7. জন্ম তারিখ (দিন/মাস/বছর) DOB(DD/Min YYYY)* 8. পিতার নাম : প্রথম (First) মধ্য (Middle) পদবি (Last) Father's Name | (10) |
| DOB(DD/MMXXYYY)* | |
| 8. পিতার নাম : প্রথম (First) মধ্য (Middle) পদবি (Last) | |
| Father's Name | |
| 9. মাজ্ঞানাম: প্রথম (First) মধ্য (Middle) পদবি (Last) | |
| Mother's Mame | |
| 10. অভিভাবকের নাম : স্বাহলা) প্রথম (First) মধ্য (Middle) পদবি (Last) | 77.7 |
| Guardian's Name (Female): | |
| 11. অভিভাবকের সঙ্গে সম্পর্ক : | |
| Relationship with Guardian : | |
| 12. শিশুর আবেদন পত্রের পরিচিত্ | 25, |
| Child Application Id [20 digits] | |
| [To be generated while entering the data in e-portal, i.e., www.wbkanyashree.gov.in] | |
| 13. বৈবাহিক অবস্থান : অবিবাহিত | |
| Marital Status : UN-MARRIED | TE |
| 14. नात्राक्षण वाज्यका | % |
| Differently Abled : Yes No (প্ৰতিবন্ধী শংসাপত্ৰ অনুযায়ী) | |
| 15. শ্রেণী : if.yes, Percentage of Disability : (as per disability certificate) সাধাৰণ তপশিলী জাতি তপশিলী উপজাতি অনান্য অনপ্রসর শ্রেণী সংখ্যালয় | |
| Category. | |
| General SC ST OBC Minority | |

| 16. | পিতা-মাতা উভয়েই মৃত : | .ovi isha? Yবা(30) ভার বাশ্ব বিভ | |
|-----|---|--|------|
| 17. | Both Father & Mother Dec আধার কার্ড : | eased*: Yes No | |
| | Aadhar Card : আধার কার্ডের নম্বর (যদি থ | Yes No | • |
| | Aadhar Number (if Yes পরিবারের মোট বার্ষিক আয় | Department of Women Development and Sectify Williams. | |
| | Gross Annual Family In | come: Rs. Max as as a company so a second se | |
| 19. | Contact Details : বৰ্তমান ঠিকানা* | ষোগাযোগের বিশদ বিবরণ : | |
| įJ. | Present Address: | School Finestate Name as | |
| | গৃহের নং : House No. : | | |
| | রাস্তা/পথ Road/Street : | | |
| | ডাকঘর : | | |
| | Post Office : ্থানা : | | |
| | PS : | | |
| | Block /Municipality,: | | |
| | জেলা : District : | | |
| | পিন কোড : Pin : | Roughsteen Street | |
| 20. | স্থায়ী ঠিকানা : | : [Same as Present Address] বিৰ্তমান ও স্থায়ী ঠিকানা একই]. | |
| | গৃহের নং : | | |
| | House No. : রাস্তা/পথ | | |
| | Road/Street : ডাকঘর : | | |
| | Post Office : | | |
| | থানা : PS : | | |
| | ব্লক/পৌরসভা : | A Company of the Comp | |
| | /Municipality : | | |
| | District : পিন কোড : | The parties of the pa | Y |
| 21. | Pin : দ্রভাষ/মোবাইল নং : Phone/Mobile | (Internal Control Cont | |
| | Number* | Federic Name vs. 12 12 12 12 12 12 12 12 12 12 12 12 12 | |
| | Bank Details ব্যায়ে | রে বিশদ বিবরণ | 8 |
| 22. | ব্যাক্টের নাম Bank Name : | | 101 |
| 23. | শাখার নাম Branch Name : | | |
| 24. | শাখার ঠিকানা Branch Address : | | |
| 25. | এ্যাকাউন্ট নম্বর | |], |
| 26. | A/C Number আই.এফ.এস.সি. কোড IFSC Code | | |
| | Supporting Document | nents Enclosed বক্তব্যের সমর্থনে প্রমাণপত্র সংযোজিত হল | . 13 |
| 27. | অবিবাহিত শংসাপ | [Check whichever Applicable] : ত্র ি পারিবারিক আয়ের শংসাপত্র শারীরিক প্রতিবন্ধকতার শংসাপত্র | Pl |
| | Unmarried Certi | | .01 |

| A. | Candidate's Declaration আমি ঘোষণা করছি যে এই আবেদনপত্তে বর্ণিত প্রার্থী আমি এবং উ | ara Talua | Data entered into web portal |
|--|--|--|--|
| | I declare that I am the candidate mentioned in this applic | | nade above are true. |
| | তারিখ | প্রার্থীর স্বাক্ষর | Cake sunctioned by |
| | Date :/ | Candidate's Signatu | |
| B. | Parent's / Legal Guardian's Declaration পিতা মাত | The second secon | |
| | আমি ঘোষণা করছি যে আমি এই আবেদনপত্রে বর্ণিত প্রার্থীর পিতা/ | to be a compared to the contract of the contra | |
| | I declare that I am the father/mother/legal guardian of the | e candidate mentioned in the | his application and apply for this |
| | scholarship on her behalf, | | ex en inpliny and directs (e) |
| Ш | আমি আরও ঘোষণা করছি যে সে অবিবাহিত এবং আমার বার্ষিক প | | |
| | I also declare that she is un-married and my gross family তারিখ | / Income is Rs. 1,20,000/- (| or less per annum. |
| lin. | Date: vd 1/ Nam/ od of spoor Ineleviup 3 32(C) (P. | | ভিভাবকের স্বাক্ষর /বাম হাতের বৃদ্ধাঙ্গুলের ছা b impression of parent/legal guardic |
| C. | Certification by Head of Institution প্রতিষ্ঠানের প্রধা | | CONTROL OF STREET STREE |
| | আমি, প্রতিষ্ঠানের প্রধান, এতদ্বারা ঘোষণা করছি যে, | | |
| v be | পিতা <u>Pro-Hauth plurid</u> , ednémusob polnocque IIA) (PD2) | | লর ছাত্রী। |
| | বিদ্যালয়ের নথি অনুযায়ী প্রার্থীর জন্মের তারিখ / | এবং সে প্রতিদিন | শ্রেণীতে/কোর্সে উপস্থিত থাকে |
| | I, HOI hereby certify that | क्षिक हमा है। एउट हो स | চুলু বীলেক পিতারকা দেয় করে। (i) |
| | not regularitie to the conditions bised should be marked | nia shialt madyl in Ralls | Daughter/Ward of |
| | is a stud | dent of this Institution. | Ancidables |
| | As per School record, her DOB is/ | and she is regularly | attending in Class/Course |
| | আমি এতদ্বারা ঘোষণা করছি যে | 81013 (1911M (X) 58049 9 DUR | এর পিতামাতা উভয়েই মৃৎ |
| | এবং তার সমর্থনে প্রমাণপত্র দাখিল করা হল। I hereby declare that the parents of | Marketter and the contract of | AND THE RESIDENCE OF THE PROPERTY (N) |
| | I hereby declare that the parents of | THROUGH DEDICATE CHEERSTROKE | are |
| | | | ale |
| 38 | deceased and supporting documents have been given. | akom) reginaligia yelgayini Karan atoi sus dha waton | The to emerge the Had ben . |
| 10.0 | deceased and supporting documents have been given. তারিখ | অফিসের শী | ল সহ প্রতিষ্ঠানের প্রধানের স্বাক্ষর |
| to e | deceased and supporting documents have been given. তারিখ | অফিসের শী | Bert Billy or par riflers |
| lo e | deceased and supporting documents have been given. তারিথ Date :// Certification of Appropriate Certifying Authority উপযু | অফিসের শী Signature of Hea ক্ত কড়পক্ষের শংসাপত্র | লৈ সহ প্রতিষ্ঠানের প্রধানের স্বাক্ষর d of the institution with Office seal |
| D. | deceased and supporting documents have been given. তারিথ Date :// Certification of Appropriate Certifying Authority উপযু | অফিসের শী Signature of Hea ক্ত কড়পক্ষের শংসাপত্র | লি সহ প্রতিষ্ঠানের প্রধানের স্বাক্ষর d of the Institution with Office seal |
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| D. | deceased and supporting documents have been given. তারিখ Date :/ | অফিসের শী Signature of Hea ক কড়পক্ষের শংসাপত্ত ্বাসকরে daughter/ward of | ল সহ প্রতিষ্ঠানের প্রধানের স্বাক্ষর d of the Institution with Office seal residing at |
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| D. ri | deceased and supporting documents have been given. তারিথ Date:/ | অফিসের শী Signature of Hea ক কড়পক্ষের শংসাপত্র বাসকরে daughter/ward of না No া বা তার কম ss than or equal to Rs. 1,20 হাঁ না | ল সহ প্রতিষ্ঠানের প্রধানের স্বাক্ষর d of the Institution with Office seal residing at |
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areas, Gram Panchayat Pradhan of the area of residence of the applicant.

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KANYASHREE PRAKALPA 2013

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1.1 Background

Child marriage a concern for West Bengal 1.1.1

- 1. Under the Prohibition of Child Marriage Act, 2006, the legal age of betrothal and marriage for girls is 18 years, and for boys is 21 years. In spite of several years of this Act being in existence, the early betrothal and marriage of children continues to be a norm in the West Bengal. According to the District Level Health Survey - 3, 2007-08 (DLHS -3, 2007-08), the state ranks fifth highest in the country when it comes to the prevalence of child marriage. It is vital to note that:
 - While all-India trends show that families are slowly delaying the betrothal and marriage of their girls, in West Bengal, almost every second girl is a child bride - over 54.7 % of the state's currently married women aged 20-24 were married before they reached the age of 18 (as compared to all-India figures of 43 %). Some of the states that have made significant progress in preventing child marriage are Maharashtra (40.4%), Odisha (37.5%), Gujarat (35.4%) and Tamil Nadu (24.4%). Some states that lag behind are Bihar (68.2%) and Jharkhand (55.7%).
 - b. The districts of Murshidabad, Maida, Birbhum, Purulia, Bankura, Dakshin Dinajpur, South 24 Parganas, Nadia and Cooch Behar are areas with the highest incidence of child marriage in the state.
 - While the figures show that child marriage is more prevalent in rural areas, statistics for Kolkata reveal than even in non-slum areas in the heart of the city, where families are wealthier and girls are likely to be better educated, more than a quarter of girls are married before they reach adulthood.

1.4 Purpose of the implementation Guidelines

2. Significantly, child betrothal and marriage is completely gendered practice – and an overwhelmingly large percentage of girls are married at before reaching adulthood - and only a miniscule percentage of boys are subjected to the same fate.

1.1.2 Negative impact of child marriage

1. Child marriage and female school dropout: Child marriage leads to girls dropping out of school, which further limit their scope of future development. In West Bengal, attendance of girls in school drops from 85% in the age-group 6-10 years to a mere 33% in the age group 15-17 years. (NFHS III, 2005-06) After the implementation Sarva Shiksha Abhiyan towards universalization of elementary education, significant progress has been noticed among girls, both in terms of enrolment and completion rate at the elementary level. However, the transition from elementary to secondary school levels remains a concern. While girls are often taken out of school to get married, in other cases, when girls do not do well in studies or are not academically inclined, marriage is seen as the only viable alternative for them. In fact, many girls who drop out of school are sent away by parents to earn their dowrles by working as child labour, leaving them vulnerable to traffickers.

According to a study entitled 'Final Study Report on Restructuring of School Education System in West Bengal' by IIM Calcutta, the percentage of girls enrolment gradually falls at the secondary and higher secondary level. While at the elementary level the girls' enrolment is more compared to boys at the secondary level it is almost the same as that of the boys. But at the higher secondary level the Gender Parity Index is only 0.75. It is at this juncture, when children are between the age of 17 and 18 that most of the girls are compelled to leave school and parents start negotiating for their marriage.

2. Child and maternal III-health and mortality: Child marriage is one of the deterrent factors which is limiting the progress of maternal and child health and improvements in the nutritional status of children in West Bengal. Child marriages result in early pregnancies, which in turn lead to high maternal and infant deaths, and are also a leading cause for malnutrition among children.

Child marriages result in girls becoming mothers at an age when they are not out of childhood themselves - of all teenage girls aged 15 – 19 in West Bengal, one-fourth have already begun child-bearing, a percentage that is much higher than the national average (16%) and also higher than all other Indian states except Jharkhand.

3. Child marriage and trafficking: Child marriage is one of the lures used by human exploitation rackets to entice poor parents to part with young girls. Although it is not possible to disaggregate data on children who have gone missing because of child marriages arranged by fraudulent means, it is significant to note that the districts which rank the highest amongst all districts for child marriages, namely, Murshidabad and Malda, are also considered the most vulnerable to trafficking.

1.2 About Kanyashree Prakalpa

In view of the above, the Department of Women Development and Social Welfare, West Bengal (DWSW)
formulated the Kanyashree Prakalpa – a conditional cash transfer scheme with the aim of improving the status
and well being of the girl child in West Bengal by incentivizing schooling of all teenage girls and delaying their
marriages until the age of 18, the legal age of marriage. Kanyashree Prakalpa is a West Bengal Government
sponsored scheme which will be implemented henceforth in all districts of the state.

1.3 Expected Benefits of the Scheme

1. While a number of factors contribute towards girls dropping out of school, human rights research shows that the greatest obstacles to girls' education are child marriage, pregnancy and domestic chores, and that ensuring that girls stay in school is one of most effective protective measures against child marriage. Given that child marriage has a grossly negative impact on the lives of children, adolescents and young women, this scheme is expected to bring about measurable improved outcomes for the education, health (especially infant and maternal mortality) and empowerment of the state's girls, their children and immeasurable benefits for larger society.

1.4 Purpose of the Implementation Guidelines

The document lays down the key provisions of Kanyashree Prakalpa, and provides a set of top-level guidelines
to ensure that the Scheme is implemented consistently and efficiently throughout the state.

The provisions laid down in these Guidelines and elsewhere may be subject to change by the Government of West Bengal at any time.

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2.1 **Definitions**

In this chapter of the Implementation Guidelines, unless the context otherwise requires, -

- "Enrolled in an Institution of Education or Training" means
 - a. Enrolled in Classes VIII to XII in a school which is recognized by the government
 - b. Enrolled in Secondary and / or Higher Secondary Courses in an open school which is affiliated / accredited / recognized by the government
 - Enrolled in Classes VIII to XII in a Madrassah" which is affiliated / accredited / recognized by the
 - d. Enrolled in a course in a Vocational Training Center or a Technical Training Institute which is affiliated / accredited / recognized by government
 - e. Enrolled a Sports training Institute which is affiliated / accredited / recognized by the government.
- "Enrolled in an Institution of Higher Education" means enrolled in any form of education or learning after Class
- "J. J. Home" means any home that is registered under the Juvenile Justice (Care & Protection of Children) Act, 3. 2000.

Aims and Objectives 2.2

- Through conditional benefits, Kanyashree Prakalpa (hereinafter referred to as 'The Scheme') aims to reduce the prevalence of child marriage in West Bengal by increasing the enrollment of girls in secondary education or vocational / sports training, and simultaneously encouraging the delay of marriages of girls until they reach the age of 18. The specific objectives of the Scheme are to:
 - Incentivize through scholarships, the continuation of education of the girl child in Secondary and Higher Secondary classes, vocational training or sports training. To reduce drop outs, especially amongst girls from poor families, who are not covered by any other scholarship
 - b. Dis-incentivise child marriage of girls to ensure compliance with the legal provisions pertaining to the minimum age at marriage.

2.3 Scope of the Scheme

The Scheme will be applicable to the State of West Bengal only, and will be implemented in the entire state.

2.4 Scheme Benefits and Eligibility Criteria

2.4.1 Annual Scholarships

1. The Scheme assures an annual scholarship of Rs. 500/- to girls based on the following eligibility criteria:

| ligibility Criteria | 表示。在 400 0000000000000000000000000000000000 | Means of Verification |
|---------------------|--|--|
| Age | Between 13 and 18 years of age | Copy of Birth Certificate issued by Municipal or Panchayat authorities and attested by the Appropriate Certifying Authorities OR |
| | | Certificate of age Issued by the Head of Institution of Education or Training where the gi is enrolled |
| Marital Status | Unmarried | Declaration by applicant's parent / guardian and attested by the Appropriate Certifying Authorities |
| Education | Enrolled in classes VIII-XII in government recognised regular or equivalent open school or equivalent vocational/technical training course | Certificate of enrolment and attendance by Hear of Institution of Education or Training |
| Family Income | Is less than or equal to Rs. 1,20,000/- per annum | For Self-employed parents / guardians: A declaration by the parents / guardian stating definite income from all sources, attested by the Appropriate Certifying Authorities |
| | Family income conditionality to be waived if one or more of the following is true: | For Employed parents/guardians: copy of Income certificate furnished by employer, attested by the Appropriate Certifying Authorities |
| | a) girl is physically handicapped | For waiver in case the girl is physically handicapped: Copy of Certificate of Disability furnished by appropriate authority and attested by the Appropriate Certifying Authorities |
| | b) both parents are deceased | For waiver in case both parents of the girl are deceased: Declaration by guardian and attested by the Appropriate Certifying Authorities |
| | c) The applicant's daughter / ward is already a recipient of the scholarship, and is applying for a renewal of the benefit. | For waiver in case of renewal. Declaration by parent / guardian and attested by the Appropriate Certifying Authorities |

2. Notes on eligibility criteria for Scholarship:

- 1. All girls age 13 but not yet turned 18 as on 1st October 2013
- 2. Applications to for scholarships are to be signed by an eligible candidate's parents or guardian.
- A fresh application form along with proof of eligibility (subject to the waivers mentioned above) is to be made for each year of scholarship.

2.4.2 **One-Time Grant**

1. The Scheme assures a One-Time Grant of Rs. 25,000/- to girls based on the following eligibility criteria:

| Eligibility Criteria | 经证据全套法数 | Means of Verification |
|------------------------|---|--|
| li Age | The girl has reached the age of 18 | Copy of Birth Certificate issued by Municipal or Panchayat authorities and attested by the Appropriate Certifying Authorities OR |
| | | Certificate of age issued by the Head of institution of Education or Training or Institution of Higher Education where the girl is enrolled |
| 2. Marital Status | The girl was unmarried on attaining the age of 18 | Declaration by applicant and attested by the Appropriate Certifying Authorities |
| 3. Occupation | Is enrolled in and regularly attending an Institution of Education or Training or a Institution of Higher Education | Certificate of enrolment and attendance by Head of Institution |
| | Or and | b. Menther of Parliament, Monthar of Legislation of |
| seri to aproblem to | is an inmate in a J. J. Home | e. Countellor of ward of the purpolations from Far applicant |
| 4. Family sincome + | Is less than or equal to Rs. 1,20,000/- per annum | For Self-employed parents / guardians: A declaration by the parents / guardian stating definite income from all sources, attested by the Appropriate Certifying Authorities |
| | Family income conditionality to be waived if one or more of the following is true: | For Employed parents/guardians: Copy of Income certificate furnished by employer, attested by the Appropriate Certifying Authorities |
| | a) girl is physically handicapped | For waiver in case the girl is physically handicapped: Copy of Certificate of Disability furnished by appropriate authority and attested by the Appropriate Certifying Authorities |
| | b) both parents are deceased | For waiver in case both parents of the girl are deceased: Declaration by guardian and attested by the Appropriate Certifying Authorities |
| | c) The applicant is an inmate in a J. J. Home | For walver in case the applicant is an inmate in a J.J. Home: Statement by Superintendent of the |

- 2. Notes on one-time grant eligibility criteria
 - 1. As the Scheme will commence from October 2013, only girls who turns 18 on or after 01 October 2013 will be considered as eligible to apply for the One-Time Grant.
 - 2. Applications to for scholarships are to be signed by an eligible candidate.
 - 3. Eligible applicants must apply for one-time grants after their 18th birthday and before they turn 19.

mir I

Special Notes on Eligibility Criteria and Means of Verification

2.5.1 Self-Declarations of Eligibility

Any undertakings or declarations given by the applicant / applicant's parent / guardian can be on ordinary paper countersigned by the appropriate certifying authority

2.5.2 Calculation of Family Income

- So long as either of the parents is alive, only income of the parents will be taken into account and of no other family members even though they may be earning.
- House Rent allowance received by the parents of a student shall be exempted from the computation of 'income' if the same has been permitted to be exempted for purpose of Income-Tax.

Appropriate Certifying Authorities

- Undertakings or declarations made by the applicant or applicant's parents/guardians may be certified by any of the following:
 - a. Group A Officer of State Government or Government of India who is either posted in the area, or is a resident of the area of residence of the applicant
 - b. Member of Parliament, Member of Legislature of the area of residence of the applicant
 - c. Counsellor of ward of municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant

2.7 **Payment Mode**

- 1. The Scholarship or One-Time grant will be paid to the beneficiaries by way of fund transfer through a bank
- Having a bank account in the applicant's name is not a pre-requisite at the time of applying for either of the Scheme's benefits. Once an application is approved, the applicant will be helped in opening and operating a bank account by the banking partner).
- It is proposed that any Scheduled Bank as per the Second Schedule of Reserve bank of India Act may be the banking partner (to be decided by Department of Finance).

... be considered as eligible to until for the One-Time Crinic.

Management of Scheme

3.1 Management Structures

3.1.1 State, District, Block and Kolkata Municipal level Steering and Monitoring Committees

- State, district, Kolkata municipality and block level Steering and Monitoring Committees shall be established to steward the Scheme in their respective areas. For the District of Darjeeling, there will be two District Steering and Monitoring Committees, one for Gorkhaland Territorial Authority and the other for non-GTA areas. (See Appendix 1 for composition of Steering and Monitoring Committees)
- 2. These committees shall, at their respective levels:
 - a. Review, monitor and advise on all matters relating to the implementation of the Scheme, including reviewing progress, and strengthening coordination and convergence between and within concerned departments.
 - Will consider the bottlenecks faced during the implementation of the Scheme and suggest modifications required for improving implementation.
 - c. Will meet periodically (quarterly at state level and monthly at district and block level) or earlier, if needed, at the discretion of the Chairperson of the Committee. If required, technical experts, NGOs or civil society groups may be invited to attend to meetings.

3.1.2 Project Management Units

 The Scheme will be implemented by Project Management Units, with one unit at the State level, and one in each district in West Bengal. The District-level Project Management teams will function under the supervision of the State Project Management Unit.

2. State Project Management Unit (SPMU)

- a. The SPMU will be established under the Department of Women Development and Social Welfare, and be headed by a State Project Manager (Kanyashree) assisted by a Deputy Project Manager (Kanyashree) and an Accounts officer recruited on deputation or contractual basis.
 - To manage the project at the state level, a Programme Management Consultant (a management agency) would be hired for the initial period of 1 year. Under the guidance of Secretary, Child Development and Women Development & Social Welfare, the agency would be responsible for overall management of the IT component (maintenance of the Web portal and MIS) as well as implementation of communication and capacity building strategy for the scheme. The agency would also support the SPMU in hiring implementing agencies.
- b. They will be assisted by two accountants-cum-data managers employed on a contractual basis, and who must be proficient in common office applications, especially word processing, spreadsheets, presentation and accounting software.
- c. All new appointments will be made for 3 years on probation basis.
- d. The SPMU shall be responsible for:
 - i. Coordination and management of the scheme at state level
 - ii. Overseeing the performance of the DPMU
 - iii. Maintaining all records, MIS and reporting mechanisms at state level
 - iv. Periodic reporting to the State Steering Committee

- v. Members of State Project Management Unit will conduct a 5% sample verification of all sanctioned scholarship/One-time grant applications from all districts
- It is proposed that the SPMU can be subsequently registered under West Bengal Societies Act to ensure
 resource mobilization from corporate donors under Social Corporate Responsibility and the contributors will be
 granted exemption under Section 80G of I.T. Act.

4. District Project Management Unit (DPMU)

- a. In all districts, with the exception of Kolkata, the DPMU shall be established under the office of the District Magistrate. In Kolkata, the DPMU will be established under the office of Commissioner, Social Welfare. For the district of Darjeeling, there will be two district project management units, one for GTA and the other for non GTA areas. The former will be establish under the office of Principal Secretary GTA and the latter under the office of District Magistrate, Darjeeling.
- b. There will be one Project Manager on deputation or contractual basis and one Accountant employed on a contractual basis for each such Project Management Unit, in addition to at least two accounts cum data managers on contractual basis.
- c. All new appointments will be made for 3 years on probation basis.
- d. The Project Management Units shall, in their district, be responsible for:
 - i. Coordination and management of the scheme in the district
 - ii. Maintaining all records, MIS and reporting mechanisms at district level
 - iii. Periodic reporting to the State Level Project Management Units and to the District level steering committees

3.1.3 Partner Bank

- A partner bank will be selected to manage the funds of the Scheme. The bank may be any Scheduled Bank as
 per the Second Schedule of Reserve bank of India Act, and will be responsible for managing the funds of the
 scheme, including disbursements to beneficiaries, maintaining the financial accounting systems, FMIS of the
 Scheme and regularly submit the statements and reporting on a regular basis to DPMU and SPMU.
- 2. The bank will also assist beneficiaries in opening / operating bank accounts to receive their entitlements.
- 3. The implementation will be through lead bank system at state, district and block level.

3.2 Fund management

- The funds for the Scheme will be met from the Budget provision for the Department of Women Development and Social Welfare.
- 3% of fund budgeted for the Scheme will be reserved for Project Management and Publicity costs. Of this, onethird will be allocated at the State Project Management Unit level, and the balance two-thirds will be allocated at the district level.
- The budget provision for scholarships will be made on the basis of expected number of beneficiaries between the ages of 13 and 18 and enrolled in Institutions of Education or Training as defined in Chapter 2 of this document
- 4. The budget provision for one-time grant will be made on the basis of expected number of beneficiaries who have turned 18 and are enrolled in Institutions of Education or Training, Institutions of Higher Education or J. J. Homes defined in Chapter 2 of this document

3.3 Interdepartmental convergence

The implementation of the Scheme requires coordination close convergence with the following departments:

| Department | Convergence |
|---|--|
| a. The Department of Women Development and Social Welfare | Nodal department for management and implementation of Scheme |
| b. Department of School Education | To promote the Scheme and distribute application forms though its offices and through schools, jointly developing IEC materials and strategy and using own IEC funds |
| c. Department of Panchayat and Rural Development | To promote the Scheme and distribute application forms though its offices and MSK5 |
| d. Department of Municipal Affairs | To promote the Scheme and distribute application forms though its offices |
| e. Department of Technical Education and Training | To promote the Scheme and distribute application forms though its offices |
| f. Department of Health and family Welfare | To promote the Scheme and distribute application forms though its offices, jointly developing IEC materials and strategy and using own IEC funds |
| g. Department of Information and Cultural Affairs | To ensure publicity through mass media and campaigns |
| h. Department of Finance | To provide financial governance guidance and support, ensure bank accounts for minor girls under the guardianship of mothers/female guardians |
| i. Lead State and District Banks | To facilitate opening of no-frill accounts with zero-balance for minor girls between the ages of 13 and 19 who want to apply for the schemes benefits |
| j. Administrative Training Institutes | To ensure that the training curriculum includes training on the Scheme |
| k. Department of Information Technology | To develop a common portal of all data on scholarships and to support SMS based mechanism for grievance redressal |
| I. Departments of Backward Classes | To create a common online scholarship hub and sharing |
| Welfare, Panchayat & Rural | information on enrollment and number of beneficiaries |
| development, Minority Welfare and Mass Education | receiving scholarships/financial assistance under any central/state government scheme |
| IMASS Education | |
| m. Department of Sports and Youth Services | To supply information about recognized/affiliated sports organisations |

3.4 Grievance Mechanisms

- Women's Grievance Cell operating under the Department of Women Development & Social Welfare at Districtlevel will also serve as grievance cell for Kanyashree Prakalpa.
- 2. A helpline will be set up for the scheme under the cell.

Implementation Mechanisms

Publicity of the Scheme & Identification of Beneficiaries

- Publicity of the Scheme will be arranged by the Department of Information & Culture through various massmedia like print and electronic media, street plays, folk theatre and others.
- Publicity will also be done by harnessing platforms of existing self help groups through inter-personal communication. The AWW, ANM, ASHA workers and school teachers will also publicize the Scheme through their daily work.
- 3. Publicity of the scheme may also be linked to any government-recognized child marriage prevention interventions in the state. In addition, local bodies (Panchayats and Municipalities) will conduct targeted interventions to identify and enroll eligible beneficiaries in their respective areas.

4.2 Capacity Building of concerned officials and functionaries

1. The Administrative Training Institutes and State Institute of Panchayat & Rural Development will include the scheme in their training curriculum.

In addition, the information regarding the scheme and its implementation will be made a part of regular training 9. 6× 2002 programmes of ASHAs and ANMs (under NRHM), AWWs (under ICDS) and teachers (under SSA). to whom

4.3 **Availability of applications forms**

- a. Application forms for the Scheme and forms for opening up of the bank accounts will be available free-ofcost primarily at the secondary/higher secondary schools to avoid misuse. However they will also be available online in a downloadable format and from following institutions on demand:
- b. Local government offices gram panchayat, municipalities and borough offices, head office of KMC
 - Offices of Commissioner of Social Welfare and District Social Welfare Officer
- d. Sub-divisional Offices
- **Block Development Offices**
- Office of Block Medical Officer of Health /Primary Health Centers
- With ANMs/AWCs/ASHAs

Submission of applications 4.4

- 1. All Institutions of Education and Training defined under Chapter 2 of this document in any area will be deemed as Application Offices.
- In addition: the following offices will also receive completed applications along with documents certifying eligibility:

| Residents of: | Application Offices |
|--|---|
| i. Rural areas under the West Bengal Panchayat | Block Development Offices of the concerned block/ |
| Act, 1973 | Office of District Social Welfare officer |
| ii. With a reas / notified areas covered under the West Bengal Municipal Act, 1993 | . <u>Municipality</u> /Sub-divisional Offices/ Office of District Social Welfare officer |
| ill: Urban areas covered under the Kolkata | Borough Offices and head office of Kolkata Municipal |
| Municipal Corporation Act, 1980 | Corporation/ Office of Commissioner, Social Welfare |

Kanyashree Implementation Guidelines (Draft 19th August 2013)

12 | Page

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Fund.

3. Submission of applications for the Scholarship benefit and the one-time grant are open through the year. Provisions will be made for filling up applications online also. The hard copy of the digitalized form may be submitted along with documents certifying eligibility to any one of the following Application Offices:

4.5 Scrutiny and Verification of applications

- The schools and all other Application Offices mentioned above will forward all applications to offices of BDOs
 (rural areas), SDOs (urban/municipal areas) and Commissioner, Social Welfare (Kolkata Municipal Corporation).
- Each scrutiny office at block and sub-division level will be supported by two data assistants recruited on contractual basis. The recruitment will be for 3 years on probation basis.
- 3. The offices of BDOs (rural areas), SDOs (urban/municipal areas) and Director, Social Welfare (Kolkata) will each appoint an officer to undertake scrutiny of the applications. The officers will carry out scrutiny of documents and will recommend for approval or reject application based on eligibility criteria within one month of receiving the applications.
- 4. List of recommended and rejected applications with comments will be forwarded to Sanctioning Officer
- Random physical verification may be under taken by District Programme Officer-ICDS, CDPOs or any other
 officer appointed by the District Magistrate, Principal Secretary GTA or Director Social Welfare, Government of
 West Bengal.

4.6 Sanctioning of applications

- 1. The following officials will be designated Sanctioning Officers:
 - a. In all districts barring Kolkata, the District Magistrate will be the Sanctioning Officer;
 - b. In Kolkata, the Commissioner, Social Welfare Department shall be the Sanctioning Officer.
 - c. For GTA, the Principal Secretary, GTA will be the sanctioning officer.
- The above-mentioned Sanctioning Officers may authorize any other competent Officer to discharge the function of Sanctioning Officer of the Scheme in their respective districts.
- 3. Within one month of receiving the scrutinised applications, the Sanctioning Officer issue sanctions orders that authorize the partner bank to transfer the sanctioned amount to the bank account of the approved beneficiaries. The partner bank shall perform the necessary fund transfers to beneficiaries within a week of receiving the sanction orders.

4.7 Informing beneficiaries / rejected applicants

 A list of sanctioned and rejected applications will be displayed up at Anganwari Centers, schools, Institutions, Panchayats, Offices of BDO, SDO, <u>Municipality</u>, <u>Borough Offices</u>, <u>KMC head office</u>, Commissioner, Social Welfare and will also be available online in a downloadable format.

4.8 Applications for Renewal of Scholarships

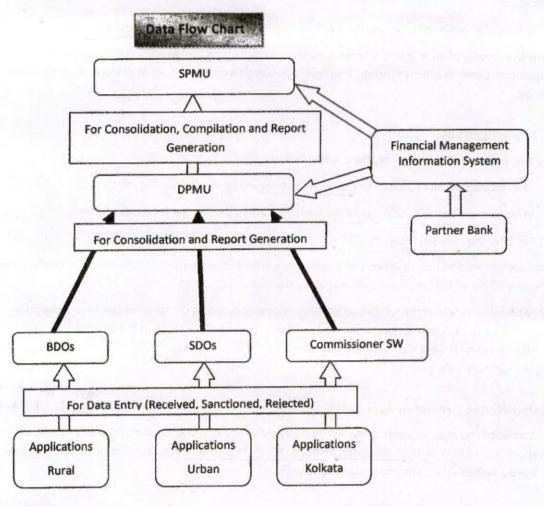
The procedures for applications of renewal scholarships will be the same as for new applications; barring submission of income certificate. All other certifications for eligibility will have to be provided by the applicant and scrutinized and verified as directed above.

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Record-keeping, MIS and reporting mechanisms

5.1 Overview

- All registers and other record-keeping formats will be maintained electronically, and be designed to ensure that key
 monitoring indicators of scheme coverage, financial disbursements and management / implementation
 performance can be easily elicited on a regular basis.
- All primary data entry (of applications received, sanctioned and rejected) will be undertaken at the level of BDOs (Rural Areas), SDOs (Urban Areas) and Director, Social Welfare (Kolkata). The data from rural and urban areas will be compiled at district level by the data manager at DPMU. Subsequently, all districts data will be consolidated and compiled at SPMU.
- 3. All sanctioned and rejected application forms will be retained for sample verifications in offices of BDOs (rural areas), SDOs (urban areas) and Director, Social Welfare (Kolkata) for at least one financial year.
- 4. The Partner Bank will maintain account of all financial statements and FMIS.



5.2 Registers

- Offices of BDOs, SDOs and Commissioner, Social Welfare will maintain a registers of applications received, scrutinised, approved or rejected
- Each office of Sanctioning Officer will maintain a registers of received, verified and approved or rejected applications
- Periodically, each DPMU will collate the registers of application offices and Sanctioning Offices into a district-wise register of applicants/beneficiaries.

- 4. Periodically, the SPMU will collate the registers of each DPMU into a state-wise register of applicants/beneficiaries.
- 5. The partner bank will maintain registers of sanctioned applications and disbursements made.

Reporting and Monitoring 5.3

1. The partner bank will provide monthly statements of disbursements under the scheme and consolidated reports from financial MIS to the DPMU and SPMU

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- Each DPMU will provide a monthly statements relating to Scheme coverage, expenditure and other administrative matters to the District Steering and Monitoring Committees and to the SPMU.
- The DPMU and SPMUs will periodically prepare monitoring reports on key performance indicators.
- The SPMU will collate all monthly statements and reports from all sources into a comprehensive statement for the State Steering and Monitoring Committees.
- Continuous Concurrent Evaluation of the scheme is proposed by involvement of external independent agencies to ensure that the desired outcomes are being achieved.

Appendix 1: Composition of Steering & Monitoring Committees

5.4 State Level Steering & Monitoring Committee

| MINERAL TOTAL CONTRACTOR OF THE STATE OF THE | Phaition 11 12 |
|--|------------------|
| Finance Winister, Government of West Bengal | Chairperson |
| Chief Secretary, Government of West Bengal | Member |
| Secretary, Department of Women Development & Social Walfare | Convener, Member |
| Secretary, Department of School Education | Member |
| Secretary, Department of Health and Family Welfare | |
| Secretary, Department Panchayat and Rural Development | Member |
| Secretary, Department of Minority Affairs and Madarsa Education | Member |
| Secretary, Department of Mass Education | Member |
| Segretary Sports and Youth Services | Member |
| Secretary, Department of Finance | Member |
| Secretary, Department of Technical Education & Training | Member |
| Secretary, Department of Information & Cultural Affairs | Member |
| Secretary, Department of Municipal Affairs | Member |
| Secretary, Department of Backward Class Welfare | Member |
| State Project Director, Sarva Shiksha Abhiyan | Member |
| Chief of Field Office , Unicef Office for West Bengal | Member |
| Representatives of prominent Non-government organisations (to be decided by State Government) | Member |

5.5 Kolkata District Steering & Monitoring Committee

| CONTRACTOR OF THE PARTY OF THE | Position |
|---|------------------|
| Mayor, Kolkata Municipal Corporation | Chairpetson |
| Commissioner, Social Welfare | Convener, Member |
| Commissioner, Kolkata Municipal Corporation | Member |
| Commissioner for the Persons with Disabilities | Member |
| State Project Officer – Sarya Shiksha Abhiyan | Member |
| Commissioner of School Education | Member |
| District Collector, Kolkata | Member |
| District Inspector of Schools (Secondary) | Member |
| District Programme Officer, ICDS | Member |
| Nodal Officer (Asst Director) Minority Affairs | Member |
| Representatives of prominent Non-government | Member |
| organisations (to be decided by State Government) | |

5.6 District Steering & Monitoring Committee (apart from Kolkata) including non-GTA Darjeeling

| | TENEDS A SALE |
|---|------------------|
| Digitit Magistrate | Chairperson |
| District Social Welfare Officer | Convener, Member |
| All Sub-Divisional Officers | Member |
| District Project Officer, Sarva Shiksha Mission | Member |
| District inspector of Schools (Secondary) | Member |
| District Officer for Minority Welfares or Officer in-charge of Minority Affairs | Member |
| District Programme Officer, ICDS | Member |
| District Panchayat and Rural Development Officer | Member |
| Chief Medical Officer of Health | Member. |
| Chairperson, Municipality | Member |
| District Officer for Information & Cultural Affairs. | Member a . |
| Representatives of prominent Non-government organisations (to be decided by State Government) | Members |

5.7 Gorkhaland Territorial Authority (GTA) Steering & Monitoring Committee

| Principal Secretary, GTA | Chairperson |
|---|------------------|
| ADM in-charge of Social Welfare Officer, Darjeeling | Convener, Member |
| All Sub-Divisional Officers | Member |
| Olstrict Project Officer, Sarva Shiksha Mission | Member |
| District Inspector of Schools (Secondary) | Member |
| District Programme Officer, ICDS | Member |
| District Panchayat and Rural Development Officer | Member |
| Chilef Medical Officer of Health | Member |
| Chairperson, Municipality | Member |
| Representatives of prominent Non-government organisations (to be decided by State Government) | t Members |

5.8 Block Steering & Monitoring Committee

| Block Development Officer | Chairperson |
|--|------------------|
| Block Welfare Officer Sub-Inspector of School | Convener, Member |
| Block Medical Officer of Health CDPO (ICDS) | Member |
| Asst. Inspector of Schools (Secondary)/ Sub-inspector of Schools | Member |

Appendix 2: Management Organogram

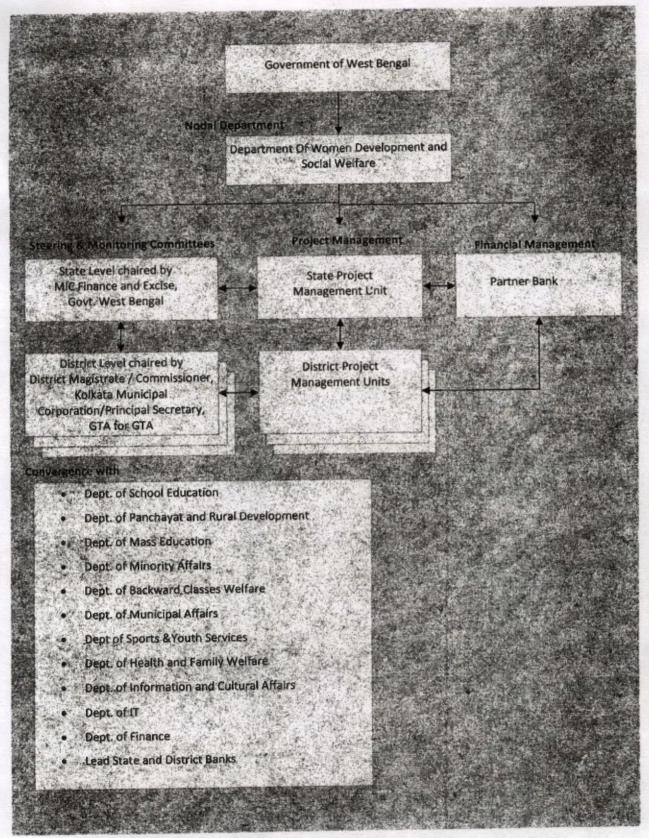


FIGURE 1: KANYASHREE MANAGEMENT STRUCTURES

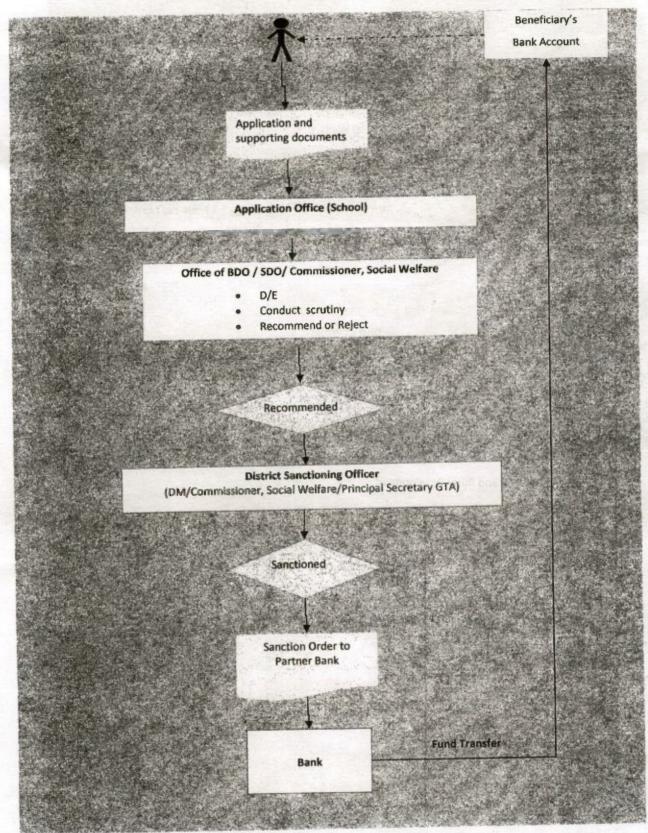


FIGURE 2: KANYASHREE APPLICATION PROCESS FLOW

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Serial No. : Form - 'K2' **Government of West Bengal** Department of Women Development and Social Welfare Application Form for "Kanyashree Prakalpa" Attested [For One Time Grant only for girls completing 18 years on or after 01.04.2013] Photograph [To be filled up in English Block letters only] সাধারণ বিদ্যালয় প্রতিষ্ঠানের ধরণ : উশ্মক্ত বিদ্যালয় Type of Institution*: Formal School Open School মাদ্রাসা বৃত্তিমূলক/প্রশিক্ষণ কেন্দ্র Madrasah Vocational/Training Institute ক্রীড়া প্রশিক্ষণ কেন্দ্র কারিগরি প্রশিক্ষণ কেন্দ্র **Technical Training Institute** Sports Training Institute জে.জে. হোম J.J. Home বিদ্যালয়ের নাম / হোম Name of School / Registered JJ Home* ডাইস /সমতল্য কোড DISE /Equivalent Code (not for open school) Basic Details প্রাথমিক বিবরণ SAMPLE CORY 4. প্রতিষ্ঠানে ভর্তি (হোমের জন্য)* : Admitted to Institue (for JJ Yes Home)* আবেদনকারীর নাম: 死 (First মধ্য (Middle) পদবি (Last) Applicant's Name*: জন্ম তারিখ (দিন/মাস/বছর) DOB(DD/MM/YYYY)* 7. পিতার নাম: वर्षभा First) মধ্য (Middle) পদবি (Last) Father's Name *: প্রথম (First) মধ্য (Middle) পদবি (Last) মাতার নাম: Mother's Name *: শিশুর আবেদন পরিক্রেরিচিতি Child Application (1 [20 digits] 1 9 Merated while entering the data in e-portal, i.e., www.wbkanyashree.gov.in] বৈবাহিক অনুস্থান করিবাহিত 10. Marital Status: UN-MARRED শারীরিক প্রতিবন্ধী: शा না যদি থাকে, প্রতিবন্ধকতার শতাংশ Differently Abled (প্রতিবন্ধী শংসাপত্র অনুযায়ী) Yes No if yes, Percentage of Disability (as per disability certificate) 12. শ্ৰেণী: সাধারণ তপশিলী জাতি তপশিলী উপজাতি অনান্য অনগ্রসর শ্রেণী সংখ্যালঘু General SC Category: OBC Minority পিতা-মাতা উভয়েই মৃত: হাঁ ना Both Father & Mother Deceased*: No 14. আধার কার্ড : হাঁ না Aadhar Card: Yes আধার কার্ডের নম্বর (যদি থাকে): Aadhar Number (if Yes) :

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Rs.

পরিবারের মোট বার্ষিক আয় :

Gross Annual Family Income:

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| | ্যোগাযোগের বিশদ বি | বরণ : Contact Details : |
|------|--------------------------------------|--|
| 16. | বৰ্তমান ঠিকানা* Present Address : | |
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| | Pin: | Spons Training Institute Technical Training |
| 17. | জাগী ঠিকানা -* | :[Same as Present Address] [বৰ্তমান ও স্থায়ী ঠিকানা একই] |
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| . 2 | নংযুক্ত প্রমাণপত্ত [যেটি প্রযোজ্য] | |
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| 2 | প্রতিষ্ঠানের প্রধানের শংসাপত্র Certification by Head of Institut মামি, প্রতিষ্ঠানের প্রধান, এতদ্বারা শংসাপত্র দিচ্ছি যে, | tion (AN) as a signal true from the STREAM AND A |
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| > | সমস্ত সমর্থিত প্রমাণপত্র, ছবি, আবেদনপত্রের সঙ্গে অবশাই দিতে হবে। (All supporting documents, photo must be provi |
| | with the Application). |
| > | সমস্ত তথ্য ক্ষেত্রগুলি অবশ্যই পূরণ করতে হবে। যে সমস্ত ক্ষেত্রগুলি প্রযোজ্য সেগুলিতে টিক চিহ্ন (√) দিতে হবে এবং যেগুলি প্রয |
| | নয় সেগুলিতে কাটা চিহ্ন (x) দিতে হবে। (All information fields must be filled in. These should be marked with a ch |
| | (√) when applicable and a cross (x) when not applicable). |
| > | পারিবারিক আয় বছরে ১,২০,০০০/- টাকার বেশি হবে না কিন্তু যে সব মেয়ের পিতামাতা উভয়েই মৃত অথবা যারা শারীরিক প্রতিবন্ধী |
| | (৪০ শতাংশের বেশি) তাদের ক্ষেত্রে ছাড় থাকবে। (The household income should be not more than Rs. 1,20,000/- per y |
| (lines m | but is waived if the girl had lost both parents or is physically challenged (more than 40%). |
| > | মেয়েটি অবশ্যই কোন স্কুল/কলেজ অথবা বৃত্তিমূলক /কারিগরি প্রশিক্ষণ কেন্দ্র অথবা ক্রীড়া কেন্দ্রে নথিভূক্ত থাকবে এবং আবেদনপত্র |
| | দেবার সময় তাকে অবশ্যই অবিবাহিত হতে হবে। (The girl should be enrolled in any school/college or vocational/techr |
| | training institution or sports institution and must not be married at time or application). |
| 1 | নিম্নলিখিত প্রমাণ পত্তের যে কোন একটি প্রার্থীর জন্মতারিখের প্রমাণ হিসাবে এই আবেদন পত্তের সাথে সংযুক্ত করতে হবে। (Attach |
| | of the following documents with the application as proof of Date of birth of candidate). |
| | a) জন্মের শংসাপত্রের প্রতিলিপি উপযুক্ত আধিকারিকের দ্বারা প্রত্যয়িত প্রয়োজন। (Copy of Birth Certificate attested by |
| | Authorized Certifying Authority*). |
| (loos nitive) | entell LL to the Superintendent of the Superintendent of LL Home |
| | b) যে শিক্ষাপ্রতিষ্ঠান/প্রশিক্ষণ প্রতিষ্ঠানে সে নথিভুক্ত সেই প্রতিষ্ঠানের দ্বারা বয়সের শংসাপত্র প্রদান। (Ceruncate or age |
| The Part | Institution of Education/Training the candidate is currently enrolled in). |
| > | যথায়থ শংসাপত্ৰ প্ৰদানকারা কতৃপক্ষ (Appropriate Certifying Authority). |
| ic | ।. রাজ্য বা কেন্দ্রীয় সরকারের গ্রুপ-এ অফিসার যিনি প্রার্থী যে অঞ্চলে বাস করে সেখানে চাকুরিরত অথবা ঐ এলাকায় বসবাসকারী। |
| | (Group-A Officer of State Government or the Government of India who is either posted in the area, or |
| | resident of the area of residence of the applicant.) |
| | ii. প্রার্থী যে অঞ্চলে বাস করে সেই অঞ্চলের সাংসদ বা বিধায়ক। (Member of Parliament, Member of Legislature of the |
| | of residence of the applicant). |
| | iii. প্রার্থী যে অঞ্চলে বাস করে সেই অঞ্চলের পৌরসভার কাউন্সিলার অথবা গ্রাম পঞ্চায়েত প্রধান। (Councilors of ward o |
| | Municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant). |

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Serial No. :

KANYASHREE PRAKALPA 2013

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1.1 Background

1.1.1 Child marriage a concern for West Bengal

1. Under the Prohibition of Child Marriage Act, 2006, the legal age of betrothal and marriage for girls is 18 years, and for boys is 21 years. In spite of several years of this Act being in existence, the early betrothal and marriage of children continues to be a norm in the West Bengal. According to the District Level Health Survey - 3, 2007-08 (DLHS -3, 2007-08), the state ranks fifth highest in the country when it comes to the prevalence of child marriage. It is vital to note that:

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child marriage and myfficking, child markaga groups, the lune track in

our entir to part with young girls." Although to

- a. While all-India trends show that families are slowly delaying the betrothal and marriage of their girls, in West Bengal, almost every second girl is a child bride - over 54.7 % of the state's currently married women aged 20-24 were married before they reached the age of 18 (as compared to all-India figures of 43 %). Some of the states that have made significant progress in preventing child marriage are Maharashtra (40.4%), Odisha (37.5%), Gujarat (35.4%) and Tamil Nadu (24.4%). Some states that lag behind are Bihar (68.2%) and Jharkhand (55.7%).
 - b. The districts of Murshidabad, Malda, Birbhum, Purulia, Bankura, Dakshin Dinajpur, South 24 Parganas, Nadia and Cooch Behar are areas with the highest incidence of child marriage in the state.
 - While the figures show that child marriage is more prevalent in rural areas, statistics for Kolkata reveal than even in non-slum areas in the heart of the city, where families are wealthler and girls are likely to be better educated, more than a quarter of girls are married before they reach adulthood.

Purpose of the Implementation Guidelines

Significantly, child betrothal and marriage is completely gendered practice - and an overwhelmingly large percentage of girls are married at before reaching adulthood - and only a miniscule percentage of boys are subjected to the same fate.

1.1.2 Negative Impact of child marriage

1. Child marriage and female school dropout: Child marriage leads to girls dropping out of school, which further limit their scope of future development. In West Bengal, attendance of girls in school drops from 85% in the age-group 6-10 years to a mere 33% in the age group 15-17 years. (NFHS III, 2005-06) After the implementation Sarva Shiksha Abhiyan towards universalization of elementary education, significant progress has been noticed among girls, both in terms of enrolment and completion rate at the elementary level. However, the transition from elementary to secondary school levels remains a concern. While girls are often taken out of school to get married, in other cases, when girls do not do well in studies or are not academically inclined, marriage is seen as the only viable alternative for them. In fact, many girls who drop out of school are sent away by parents to earn their dowrles by working as child labour, leaving them vulnerable to traffickers.

According to a study entitled 'Final Study Report on Restructuring of School Education System in West Bengal' by IIM Calcutta, the percentage of girls enrolment gradually falls at the secondary and higher secondary level. While at the elementary level the girls' enrolment is more compared to boys at the secondary level it is almost the same as that of the boys. But at the higher secondary level the Gender Parity Index is only 0.75. It is at this juncture, when children are between the age of 17 and 18 that most of the girls are compelled to leave school and parents start negotiating for their marriage.

Child and maternal ill-health and mortality: Child marriage is one of the deterrent factors which is limiting the progress of maternal and child health and improvements in the nutritional status of children in West Bengal. Child marriages result in early pregnancies, which in turn lead to high maternal and infant deaths, and are also a leading cause for malnutrition among children.

Child marriages result in girls becoming mothers at an age when they are not out of childhood themselves of all teenage girls aged 15 – 19 in West Bengal, one-fourth have already begun child-bearing, a percentage that is much higher than the national average (16%) and also higher than all other Indian states except Jharkhand.

3. Child marriage and trafficking: Child marriage is one of the lures used by human exploitation rackets to entice poor parents to part with young girls. Although it is not possible to disaggregate data on children who have gone missing because of child marriages arranged by fraudulent means, it is significant to note that the districts which rank the highest amongst all districts for child marriages, namely, Murshidabad and Malda, are also considered the most vulnerable to trafficking.

1.2 About Kanyashree Prakalpa

In view of the above, the Department of Women Development and Social Welfare, West Bengal (DWSW)
formulated the Kanyashree Prakalpa – a conditional cash transfer scheme with the aim of improving the status
and well being of the girl child in West Bengal by incentivizing schooling of all teenage girls and delaying their
marriages until the age of 18, the legal age of marriage. Kanyashree Prakalpa is a West Bengal Government
sponsored scheme which will be implemented henceforth in all districts of the state.

1.3 Expected Benefits of the Scheme

1. While a number of factors contribute towards girls dropping out of school, human rights research shows that the greatest obstacles to girls' education are child marriage, pregnancy and domestic chores, and that ensuring that girls stay in school is one of most effective protective measures against child marriage. Given that child marriage has a grossly negative impact on the lives of children, adolescents and young women, this scheme is expected to bring about measurable improved outcomes for the education, health (especially infant and maternal mortality) and empowerment of the state's girls, their children and immeasurable benefits for larger society.

1.4 Purpose of the Implementation Guidelines

The document lays down the key provisions of Kanyashree Prakalpa, and provides a set of top-level guidelines
to ensure that the Scheme is implemented consistently and efficiently throughout the state.

The provisions laid down in these Guidelines and elsewhere may be subject to change by the Government of West Bengal at any time.

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Definitions

In this chapter of the Implementation Guidelines, unless the context otherwise requires, -

- "Enrolled in an Institution of Education or Training" means
 - a. Enrolled in Classes VIII to XII in a school which is recognized by the government
 - b. Enrolled in Secondary and / or Higher Secondary Courses in an open school which is affiliated / accredited / recognized by the government
 - Enrolled in Classes VIII to XII in a Madrassah" which is affiliated / accredited / recognized by the government
 - d. Enrolled in a course in a Vocational Training Center or a Technical Training Institute which is affiliated / accredited / recognized by government

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- Enrolled a Sports training Institute which is affiliated / accredited / recognized by the government.
- "Enrolled in an Institution of Higher Education" means enrolled in any form of education or learning after Class
- "J. J. Home" means any home that is registered under the Juvenile Justice (Care & Protection of Children) Act, 2000.

Aims and Objectives 2.2

- Through conditional benefits, Kanyashree Prakalpa (hereinafter referred to as 'The Scheme') aims to reduce the prevalence of child marriage in West Bengal by increasing the enrollment of girls in secondary education or vocational / sports training, and simultaneously encouraging the delay of marriages of girls until they reach the age of 18. The specific objectives of the Scheme are to:
 - Incentivize through scholarships, the continuation of education of the girl child in Secondary and Higher Secondary classes, vocational training or sports training. To reduce drop outs, especially amongst girls from poor families, who are not covered by any other scholarship
 - b. Dis-incentivise child marriage of girls to ensure compliance with the legal provisions pertaining to the minimum age at marriage.

2.3 Scope of the Scheme

The Scheme will be applicable to the State of West Bengal only, and will be implemented in the entire state.

2.4 Scheme Benefits and Eligibility Criteria

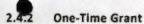
2.4.1 Annual Scholarships

1. The Scheme assures an annual scholarship of Rs. 500/- to girls based on the following eligibility criteria:

| Eligil | bility Criteria | 3. (1) 种或为"学品 | Means of Verification |
|--------|-------------------|--|---|
| 1. | Age | Between 13 and 18 years of age | Copy of Birth Certificate issued by Municipal or Panchayat authorities and attested by the Appropriate Certifying Authorities |
| | | | OR Certificate of age issued by the Head of Institution of Education or Training where the girl is enrolled |
| 2. | Marital Status | Unmarried | Declaration by applicant's parent / guardian and attested by the Appropriate Certifying Authorities. |
| 3. | Education | Enrolled in classes VIII-XII in government recognised regular or equivalent open school or equivalent vocational/technical training course | Certificate of enrolment and attendance by Head of Institution of Education or Training |
| 4. | Family Income | Is less than or equal to Rs. 1,20,000/- per annum | For Self-employed parents / guardians: A declaration by the parents / guardian stating definite income from all sources, attested by the Appropriate Certifying Authorities |
| | | Family income conditionality to be waived if one or more of the following is true: | For Employed parents/guardians: copy of Income certificate furnished by employer, attested by the Appropriate Certifying Authorities |
| | | a) girl is physically handicapped | For waiver in case the girl is physically handicapped: Copy of Certificate of Disability furnished by appropriate authority and attested by the Appropriate Certifying Authorities. |
| | | b) both parents are deceased | For waiver in case both parents of the girl are deceased: Declaration by guardian and attested by the Appropriate Certifying Authorities |
| | | c) The applicant's daughter / ward is already a recipient of the scholarship, and is applying for a renewal of the benefit. | For waiver in case of renewal: Declaration by parent / guardian and attested by the Appropriate Certifying Authorities |

2. Notes on eligibility criteria for Scholarship:

- 1. All girls age 13 but not yet turned 18 as on 1st October 2013
- 2. Applications to for scholarships are to be signed by an eligible candidate's parents or guardian.
- 3. A fresh application form along with proof of eligibility (subject to the waivers mentioned above) is to be made for each year of scholarship.



1. The Scheme assures a One-Time Grant of Rs. 25,000/- to girls based on the following eligibility criteria:

| ligibility Criteria | 公居其是 其 | Means of Verification |
|---------------------|---|--|
| Age | The girl has reached the age of 18 | Copy of Birth Certificate Issued by Municipal or Panchayat authorities and attested by the Appropriate Certifying Authorities OR |
| | | Certificate of age issued by the Head of institution of Education or Training or institution of Higher Education where the girl is enrolled. |
| Marital Statůs | The girl was unmarried on attaining the age of 18 | Declaration by applicant and attested by the Appropriate Certifying Authorities |
| Occupation | Is enrolled in and regularly attending an Institution of Education or Training or a Institution of Higher Education | Certificate of enrolment and attendance by Head of Institution |
| | or or anabotal to save and t | Member of Prelament Member of registrative o |
| fresidence of tire | is an inmate in a J. J. Home | Counsellor of ward of municipal areas, Gram Par positioans |
| Family Lincome | is less than or equal to fis. 1,20,000/ per annum | For Self-employed parents / guardians: A declaration by the parents / guardian stating definite income from all sources, attested by the Appropriate Certifying Authorities |
| | Family income conditionality to be waived if one or more of the following is true: | For Employed parents/guardians: Copy of Incom certificate furnished by employer, attested by th Appropriate Certifying Authorities |
| | a) girl is physically handicapped | For waiver in case the girl is physically handicapped: Copy of Certificate of Disability furnished by appropriate authority and attested by the Appropriate Certifying Authorities |
| Andrew Comments | b) both parents are deceased | For waiver in case both parents of the girl are deceased: Declaration by guardian and attested by the Appropriate Certifying Authorities |
| | c) The applicant is an | For waiver in case the applicant is an inmate in a |

2. Notes on one-time grant eligibility criteria

- As the Scheme will commence from October 2013, only girls who turns 18 on or after 01 October 2013 will be considered as eligible to apply for the One-Time Grant.
- 2. Applications to for scholarships are to be signed by an eligible candidate.
- 3. Eligible applicants must apply for one-time grants after their 18th birthday and before they turn 19.

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2.5.2 Calculus



Special Notes on Eligibility Criteria and Means of Verification 2.5

2.5.1 Self-Declarations of Eligibility

1. Any undertakings of declarations given by the applicant / applicant's parent / guardian can be on ordinary paper countersigned by the appropriate certifying authority

2.5.2 Calculation of Family Income

- 1. So long as either of the parents is alive, only income of the parents will be taken into account and of no other family members even though they may be earning.
- House Rent allowance received by the parents of a student shall be exempted from the computation of 'income' if the same has been permitted to be exempted for purpose of Income-Tax.

Appropriate Certifying Authorities

- 1. Undertakings or declarations made by the applicant or applicant's parents/guardians may be certified by any of the following:
 - a. Group A Officer of State Government or Government of India who is either posted in the area, or is a resident of the area of residence of the applicant
 - b. Member of Parliament, Member of Legislature of the area of residence of the applicant
 - c. Counsellor of ward of municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant

Payment Mode

- 1. The Scholarship or One-Time grant will be paid to the beneficiaries by way of fund transfer through a bank account only.
- 2. Having a bank account in the applicant's name is not a pre-requisite at the time of applying for either of the Scheme's benefits. Once an application is approved, the applicant will be helped in opening and operating a bank account by the banking partner).
- It is proposed that any Scheduled Bank as per the Second Schedule of Reserve bank of India Act may be the banking partner (to be decided by Department of Finance).

Engishe applicants diver apply for anything grants after long 38" per hidey and before they turn 19

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3 Management of Scheme

3.1 Management Structures

3.1.1 State, District, Block and Kolkata Municipal level Steering and Monitoring Committees

- State, district, Kolkata municipality and block level Steering and Monitoring Committees shall be established to steward the Scheme in their respective areas. For the District of Darjeeling, there will be two District Steering and Monitoring Committees, one for Gorkhaland Territorial Authority and the other for non-GTA areas. (See Appendix 1 for composition of Steering and Monitoring Committees)
- 2. These committees shall, at their respective levels:
 - a. Review, monitor and advise on all matters relating to the implementation of the Scheme, including reviewing progress, and strengthening coordination and convergence between and within concerned departments.
 - Will consider the bottlenecks faced during the implementation of the Scheme and suggest modifications required for improving implementation.
 - c. Will meet periodically (quarterly at state level and monthly at district and block level) or earlier, if needed, at the discretion of the Chairperson of the Committee. If required, technical experts, NGOs or civil society groups may be invited to attend to meetings.

3.1.2 Project Management Units

 The Scheme will be implemented by Project Management Units, with one unit at the State level, and one in each district in West Bengal. The District-level Project Management teams will function under the supervision of the State Project Management Unit.

2. State Project Management Unit (SPMU)

- a. The SPMU will be established under the Department of Women Development and Social Welfare, and be headed by a State Project Manager (Kanyashree) assisted by a Deputy Project Manager (Kanyashree) and an Accounts officer recruited on deputation or contractual basis.
 - To manage the project at the state level, a Programme Management Consultant (a management agency) would be hired for the initial period of 1 year. Under the guidance of Secretary, Child Development and Women Development & Social Welfare, the agency would be responsible for overall management of the IT component (maintenance of the Web portal and MIS) as well as implementation of communication and capacity building strategy for the scheme. The agency would also support the SPMU in hiring implementing agencies.
- b. They will be assisted by two accountants-cum-data managers employed on a contractual basis, and who must be proficient in common office applications, especially word processing, spreadsheets, presentation and accounting software.
- c. All new appointments will be made for 3 years on probation basis.
- d. The SPMU shall be responsible for:
 - i. Coordination and management of the scheme at state level
 - ii. Overseeing the performance of the DPMU
 - iii. Maintaining all records, MIS and reporting mechanisms at state level
 - iv. Periodic reporting to the State Steering Committee

- v. Members of State Project Management Unit will conduct a 5% sample verification of all sanctioned scholarship/One-time grant applications from all districts
- It is proposed that the SPMU can be subsequently registered under West Bengal Societies Act to ensure
 resource mobilization from corporate donors under Social Corporate Responsibility and the contributors will be
 granted exemption under Section 80G of I.T. Act.

4. District Project Management Unit (DPMU)

- a. In all districts, with the exception of Kolkata, the DPMU shall be established under the office of the District Magistrate. In Kolkata, the DPMU will be established under the office of Commissioner, Social Welfare. For the district of Darjeeling, there will be two district project management units, one for GTA and the other for non GTA areas. The former will be establish under the office of Principal Secretary GTA and the latter under the office of District Magistrate, Darjeeling.
- b. There will be one Project Manager on deputation or contractual basis and one Accountant employed on a contractual basis for each such Project Management Unit, in addition to at least two accounts cum data managers on contractual basis.
- c. All new appointments will be made for 3 years on probation basis.
- d. The Project Management Units shall, in their district, be responsible for:
 - i. Coordination and management of the scheme in the district
 - ii. Maintaining all records, MIS and reporting mechanisms at district level
 - iii. Periodic reporting to the State Level Project Management Units and to the District level steering committees

3.1.3 Partner Bank

- A partner bank will be selected to manage the funds of the Scheme. The bank may be any Scheduled Bank as
 per the Second Schedule of Reserve bank of India Act, and will be responsible for managing the funds of the
 scheme, including disbursements to beneficiaries, maintaining the financial accounting systems, FMIS of the
 Scheme and regularly submit the statements and reporting on a regular basis to DPMU and SPMU.
- 2. The bank will also assist beneficiaries in opening / operating bank accounts to receive their entitlements.
- 3. The implementation will be through lead bank system at state, district and block level.

3.2 Fund management

- The funds for the Scheme will be met from the Budget provision for the Department of Women Development and Social Welfare.
- 3% of fund budgeted for the Scheme will be reserved for Project Management and Publicity costs. Of this, onethird will be allocated at the State Project Management Unit level, and the balance two-thirds will be allocated at the district level.
- The budget provision for scholarships will be made on the basis of expected number of beneficiaries between the ages of 13 and 18 and enrolled in Institutions of Education or Training as defined in Chapter 2 of this document
- 4. The budget provision for one-time grant will be made on the basis of expected number of beneficiaries who have turned 18 and are enrolled in Institutions of Education or Training, Institutions of Higher Education or J. J. Homes defined in Chapter 2 of this document

3. Interdepartmental convergence

The implementation of the Scheme requires coordination close convergence with the following departments:

| Department | Convergence |
|--|---|
| a. The Department of Women Development and Social Welfare | Nodal department for management and implementation of Scheme |
| b. Department of School Education | To promote the Scheme and distribute application forms though its offices and through schools, jointly developing IEC materials and strategy and using own IEC funds |
| /c. Department of Panchayat and Bural Development | To promote the Scheme and distribute application forms though its offices and MSKS |
| d. Department of Municipal Affairs | To promote the Scheme and distribute application forms though its offices |
| e. Department of Technical Education . | To promote the Scheme and distribute application forms though its offices |
| f. Department of Health and family Welfare | To promote the Scheme and distribute application forms though its offices, jointly developing IEC materials and strategy and using own IEC funds |
| g. Department of Information and Cultural Affairs | To ensure publicity through mass media and campaigns |
| h. Department of Finance | To provide financial governance guidance and support, ensure bank accounts for minor girls under the guardianship of mothers/female guardians |
| 1, Lead State and District Banks | To facilitate opening of no-frill accounts with zero-balance for minor girls between the ages of 13 and 19 who want to apply for the schemes benefits |
| j. Administrative Training Institutes | To ensure that the training curriculum includes training on the Scheme |
| k. Department of Information Technology | To develop a common portal of all data on scholarships and to support SMS based mechanism for grievance redressal |
| I. Departments of Backward Classes Welfare, Panchayat & Rural development, Minority Welfare and Mass Education | To create a common online scholarship hub and sharing information on enrollment and number of beneficiaries receiving scholarships/financial assistance under any central/state government scheme |
| m. Department of Sports and Youth | To supply information about recognized/affiliated sports organisations |

3.4 Grievance Mechanisms

- Women's Grievance Cell operating under the Department of Women Development & Social Welfare at Districtlevel will also serve as grievance cell for Kanyashree Prakalpa.
- 2. A helpline will be set up for the scheme under the cell.

4 Scheme Implementation Mechanisms

4.1 Publicity of the Scheme & Identification of Beneficiaries

- Publicity of the Scheme will be arranged by the Department of Information & Culture through various massmedia like print and electronic media, street plays, folk theatre and others.
- Publicity will also be done by harnessing platforms of existing self help groups through inter-personal communication. The AWW, ANM, ASHA workers and school teachers will also publicize the Scheme through their daily work.
- Publicity of the scheme may also be linked to any government-recognized child marriage prevention
 interventions in the state. In addition, local bodies (Panchayats and Municipalities) will conduct targeted
 interventions to identify and enroll eligible beneficiaries in their respective areas.

4.2 Capacity Building of concerned officials and functionaries

- 1. The Administrative Training Institutes and State Institute of Panchayat & Rural Development will include the scheme in their training curriculum.
- In addition, the information regarding the scheme and its implementation will be made a part of regular training programmes of ASHAs and ANMs (under NRHM), AWWs (under ICDS) and teachers (under SSA).

4.3 Availability of applications forms

- a. Application forms for the Scheme and forms for opening up of the bank accounts will be available free-of-cost primarily at the secondary/higher secondary schools to avoid misuse. However they will also be available online in a downloadable format and from following institutions on demand:
- Local government offices gram panchayat, municipalities and borough offices, head office of KMC
- Offices of Commissioner of Social Welfare and District Social Welfare Officer
- d. Sub-divisional Offices
- e. Block Development Offices
- f. Office of Block Medical Officer of Health /Primary Health Centers
- g. With ANMs/AWCs/ASHAs

4.4 Submission of applications

- 1. All Institutions of Education and Training defined under Chapter 2 of this document in any area will be deemed as Application Offices.
- In addition: the following offices will also receive completed applications along with documents certifying eligibility:

| Residents of: | Application Offices |
|---|--|
| i, Rural areas under the West Bengal Panchayat Act, 1973 | Block Development Offices of the concerned block/ Office of District Social Welfare officer. |
| Urban areas / notified areas covered under th West Bengal Municipal Act, 1993 | e Municipality/Sub-divisional Offices/ Office of District Social Welfare officer |
| iii. Urban areas covered under the Kolkata Municipal Corporation Act, 1980 | Borough Offices and head office of Kolkata Municipal Corporation/ Office of Commissioner, Social Welfare |

3. Submission of applications for the Scholarship benefit and the one-time grant are open through the year. Provisions will be made for filling up applications online also. The hard copy of the digitalized form may be submitted along with documents certifying eligibility to any one of the following Application Offices:

4.5 Scrutiny and Verification of applications

- The schools and all other Application Offices mentioned above will forward all applications to offices of BDOs (rural areas), SDOs (urban/municipal areas) and Commissioner, Social Welfare (Kolkata Municipal Corporation).
- Each scrutiny office at block and sub-division level will be supported by two data assistants recruited on contractual basis. The recruitment will be for 3 years on probation basis.
- 3. The offices of BDOs (rural areas), SDOs (urban/municipal areas) and Director, Social Welfare (Kolkata) will each appoint an officer to undertake scrutiny of the applications. The officers will carry out scrutiny of documents and will recommend for approval or reject application based on eligibility criteria within one month of receiving the applications.
- 4. List of recommended and rejected applications with comments will be forwarded to Sanctioning Officer
- Random physical verification may be under taken by District Programme Officer-ICDS, CDPOs or any other
 officer appointed by the District Magistrate, Principal Secretary GTA or Director Social Welfare, Government of
 West Bengal.

4.6 Sanctioning of applications

- 1. The following officials will be designated Sanctioning Officers:
 - a. In all districts barring Kolkata, the District Magistrate will be the Sanctioning Officer;
 - b. In Kolkata, the Commissioner, Social Welfare Department shall be the Sanctioning Officer.
 - For GTA, the Principal Secretary, GTA will be the sanctioning officer.
- The above-mentioned Sanctioning Officers may authorize any other competent Officer to discharge the function of Sanctioning Officer of the Scheme in their respective districts.
- 3. Within one month of receiving the scrutinised applications, the Sanctioning Officer issue sanctions orders that authorize the partner bank to transfer the sanctioned amount to the bank account of the approved beneficiaries. The partner bank shall perform the necessary fund transfers to beneficiaries within a week of receiving the sanction orders.

4.7 Informing beneficiaries / rejected applicants

 A list of sanctioned and rejected applications will be displayed up at Anganwari Centers, schools, Institutions, Panchayats, Offices of BDO, SDO, Municipality, Borough Offices, KMC head office, Commissioner, Social Welfare and will also be available online in a downloadable format.

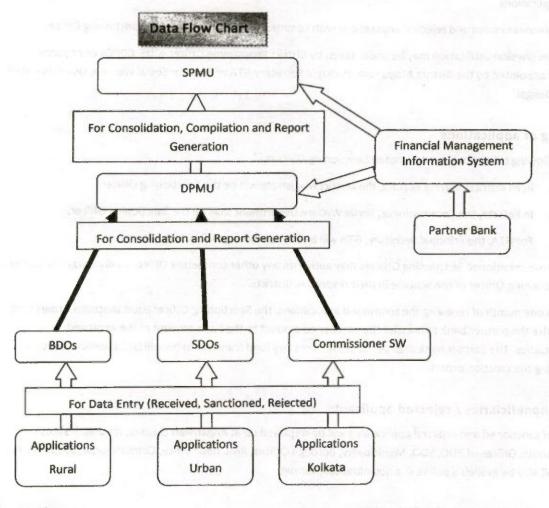
4.8 Applications for Renewal of Scholarships

The procedures for applications of renewal scholarships will be the same as for new applications; barring submission of income certificate. All other certifications for eligibility will have to be provided by the applicant and scrutinized and verified as directed above.

5 Record-keeping, MIS and reporting mechanisms

5.1 Overview

- All registers and other record-keeping formats will be maintained electronically, and be designed to ensure that key
 monitoring indicators of scheme coverage, financial disbursements and management / implementation
 performance can be easily elicited on a regular basis.
- All primary data entry (of applications received, sanctioned and rejected) will be undertaken at the level of BDOs (Rural Areas), SDOs (Urban Areas) and Director, Social Welfare (Kolkata). The data from rural and urban areas will be compiled at district level by the data manager at DPMU. Subsequently, all districts data will be consolidated and compiled at SPMU.
- 3. All sanctioned and rejected application forms will be retained for sample verifications in offices of BDOs (rural areas), SDOs (urban areas) and Director, Social Welfare (Kolkata) for at least one financial year.
- 4. The Partner Bank will maintain account of all financial statements and FMIS.



5.2 Registers

- Offices of BDOs, SDOs and Commissioner, Social Welfare will maintain a registers of applications received, scrutinised, approved or rejected
- Each office of Sanctioning Officer will maintain a registers of received, verified and approved or rejected applications
- Periodically, each DPMU will collate the registers of application offices and Sanctioning Offices into a district-wise register of applicants/beneficiaries.

- 4. Periodically, the SPMU will collate the registers of each DPMU into a state-wise register of applicants/beneficiaries.
 - 5. The partner bank will maintain registers of sanctioned applications and disbursements made.

Monther

5.3 Reporting and Monitoring

- The partner bank will provide monthly statements of disbursements under the scheme and consolidated reports from financial MIS to the DPMU and SPMU
- Each DPMU will provide a monthly statements relating to Scheme coverage, expenditure and other administrative matters to the District Steering and Monitoring Committees and to the SPMU.
- 3. The DPMU and SPMUs will periodically prepare monitoring reports on key performance indicators.
- The SPMU will collate all monthly statements and reports from all sources into a comprehensive statement for the State Steering and Monitoring Committees.
- Continuous Concurrent Evaluation of the scheme is proposed by involvement of external independent agencies to ensure that the desired outcomes are being achieved.

Appendix 1: Composition of Steering & Monitoring Committees

5.4 State Level Steering & Monitoring Committee

| DISCOULTE TO THE PARTY OF THE P | Camiler Co. A. |
|--|------------------|
| Finance Minister, Government of West Bengal | Chairperson |
| Chief Secretary, Government of West Bengal | Member |
| Secretary, Department of Women Development & Social Welfare | Convener, Member |
| Secretary, Department of School Education | Member |
| Secretary, Department of Health and Family Welfare | |
| Secretary, Department Panchayat and Rural Development | Member |
| Secretary, Department of Minority Affairs and Madarsa Education | Member |
| Secretary, Department of Mass Education | Member |
| Secretary Sports and Youth Services | Member |
| Secretary, Department of Finance | Member |
| Secretary, Department of Technical Education & Training | Member |
| Secretary, Department of Information & Cultural Affairs | Member |
| Secretary, Department of Municipal Affairs | Member |
| Secretary, Department of Backward Class Welfare | Member |
| State Project Director, Sarva Shiksha Abhiyan | Member |
| Chief of Field Office , Unicef Office for West Bengal | Member |
| Representatives of prominent Non-government organisations (to be decided by State Government) | Member |

5.5 Kolkata District Steering & Monitoring Committee

| | The second secon |
|---|--|
| COUNTY OF STREET | |
| Mayor, Kolkata Municipal Corporation | Chairperson* |
| Commissioner, Social Welfare | Convener, Member |
| Commissioner, Kolkata Municipal Corporation | Member |
| Commissioner for the Persons with Disabilities | Member |
| State Project Officer – Sarva Shiksha Abhiyan | Member |
| Commissioner of School Education | Member |
| District Collector, Kolkata | Member |
| District Inspector of Schools (Secondary) | Member |
| District Programme Officer, ICDS | Member |
| Nodal Officer (Asst Director) Minority Affairs | Member |
| Representatives of prominent Non-government organisations (to be decided by State Government) | Member |

5. District Steering & Monitoring Committee (apart from Kolkata) including non-GTA Darjeeling

| | stration . |
|---|------------------|
| Olertat Magistrate | Chairperson |
| District Social Welfare Officer | Convener, Member |
| All Sub Divisional Officers | Member |
| District Project Officer, Sarva Shiksha Mission | Member |
| District inspector of Schools (Secondary) | Member |
| District Officer for Minority Welfares or Officer in-charge of Minority Affairs | Member |
| District Programme Officer, ICDS | Member |
| District Panchayat and Rural Development Officer | Member |
| Chilef Medical Officer of Health | Member. |
| Chairperson, Municipality | Member |
| District Officer for Information & Cultural Affairs | Member |
| Representatives of prominent Non-government organisations (to be decided by State Government) | Members |

5.7 Gorkhaland Territorial Authority (GTA) Steering & Monitoring Committee

| Principal Secretary, GTA | Chairperson |
|---|------------------|
| ADM In-charge of Social Welfare Officer, Darjeeling | Convener, Member |
| All Sub-Divisional Officers | Member |
| District Project Officer, Sarva Shiksha Mission | Member |
| District Inspector of Schools (Secondary) | Member |
| District Programme Officer, ICDS | Member |
| District Panchayat and Rural Development Officer | Member |
| Chief Medical Officer of Health | Member |
| Chairperson, Municipality | Member |
| Representatives of prominent Non-government organisations (to be decided by State Government) | Members |

5.8 Block Steering & Monitoring Committee

| Block Development Officer | Chairperson |
|--|---------------------|
| Block Welfare Officer Sub-Inspector of School | Convener, Member |
| Block Medical Officer of Health CDPO (ICDS) | Member Member |
| Asst. Inspector of Schools (Secondary)/ Sub-Inspector of Schools | Member [*] |

Agendix 2: Management Organogram

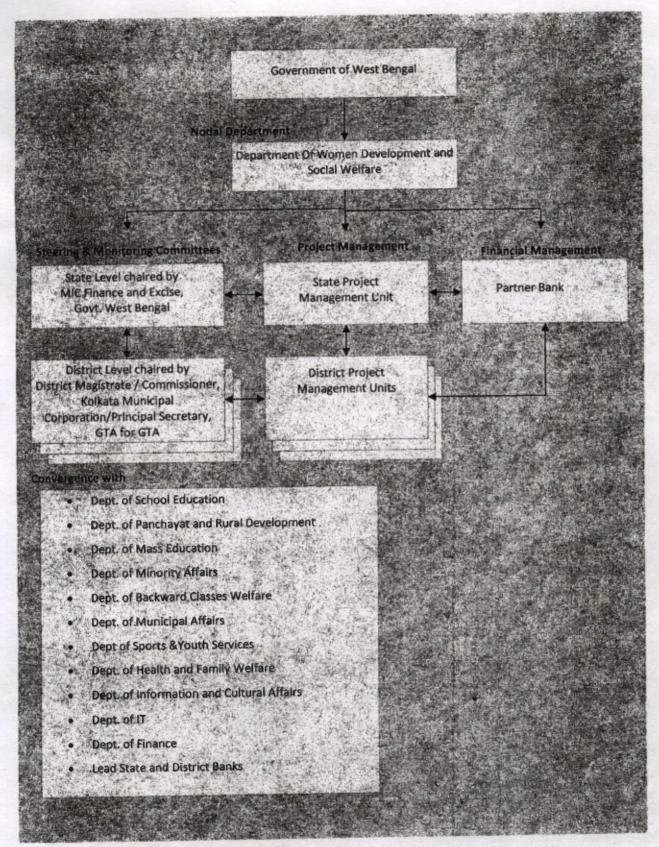


FIGURE 1: KANYASHREE MANAGEMENT STRUCTURES

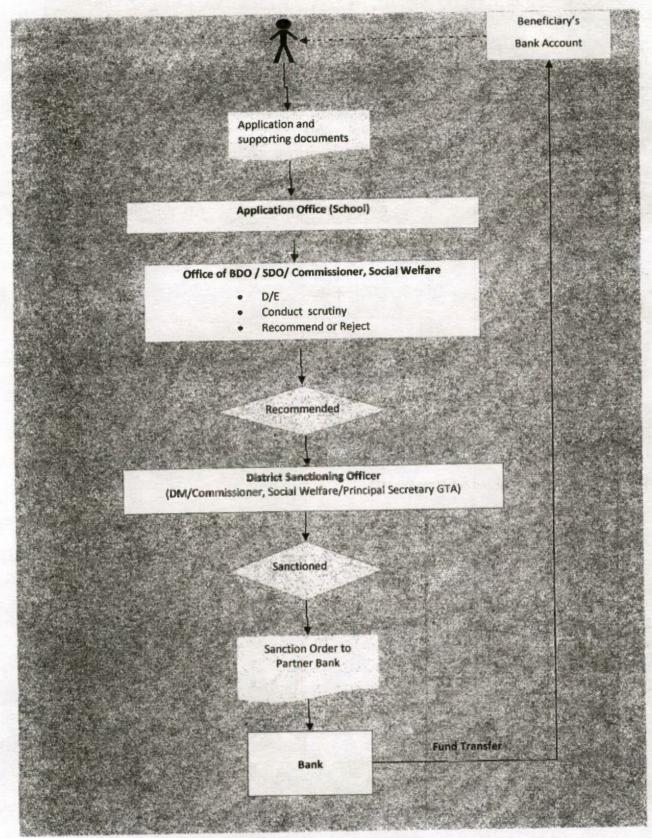


FIGURE 2: KANYASHREE APPLICATION PROCESS FLOW